ANNOUNCEMENT OF POSITION VACANCY
ASSISTANT SWIMMING COACH

SUMMARY: Reporting to the Director of Athletics, along with direct supervision by the head swimming and diving coach, the Assistant Swimming Coach is responsible for providing coaching expertise and leadership for the administration of the intercollegiate swimming program. The assistant coach assists the head coach with the effective management and administration of all aspects relating to a positive and beneficial intercollegiate experience for student-athletes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- Assist the head coach in the organization and supervision of practices and contests
- Maintain standards of performance consistent with departmental academic and athletic expectations as reflected in the mission statement, goals, objectives, departmental guidelines, and performance appraisal procedures; must subscribe to Colorado Mesa University’s (CMU’s) Principles Governing Athletics
- Assist in implementing a successful recruiting program to attract outstanding student-athletes to attend CMU
- Conduct all aspects of the program within the rules, regulations, and procedures of the conference, the NCAA, the departmental policy manual, and CMU
- Maintain knowledge of and remain in full compliance with NCAA, CMU, and Rocky Mountain Athletic Conference rules and regulations relating to the sport of softball
- Attend and participate in department and staff meetings as requested/required
- Coordinate and implement with the head coach eligibility requirements to ensure full compliance with governing rules and regulations, proper administration of financial aid for both prospective and enrolled student-athletes, facilities scheduling, and contest administration and game operations as necessary
- Assist with the implementation of an efficient and effective swimming program and athletics department by regularly communicating with and maintaining positive and constructive working relationships with staff in sports information, student services, sports medicine, campus recreation, business office, facilities/operations, compliance, athletic advancement, marketing, and ticket office
- Engage in fund-raising activities for the program in collaboration with the head coach, athletic advancement and its representatives
- Represent CMU at professional meetings, alumni gatherings, campus activities and civic affairs as requested by the head coach
- Encourage an effective outreach program with student-athletes that benefits the on- and off-campus community
- Maintain as is appropriate effective relationships with parents, alumni, friends of the program, and others toward the positive image and promotion of the program
- Work in liaison with community groups to encourage and foster their participation in the athletic activities or events
- Supervise graduate assistants, interns, and student employees
- Perform under general supervision and determine own methods of performing assigned work
- Requires evening and weekend work

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent will be required to sit, walk, talk, hear, and see with both near and far acuity. Must be able to effectively demonstrate different skills relating to swimming and be able to demonstrate proper weight training
techniques. The assistant coach should be able to lift a minimum of 40 pounds on a regular basis. Must be able to assist in maintenance and preparation of the pool area for practice and competition.

WORK ENVIRONMENT: The tasks involved with this position will be performed in a variety of environments, including an office environment, a classroom environment, and indoor and outdoor athletic facilities. The noise level in the work environment varies from quiet to extremely noisy.

EDUCATION and/or EXPERIENCE:
- Bachelor’s degree from an accredited college or university is required; Master’s preferred
- Previous successful coaching experience
- Knowledge of NCAA rules and regulations
- Knowledge of basic principles of coaching/team supervision
- Ability to effectively coordinate recruiting activities, maintain team discipline, and instill proper ethical and moral standards

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Part-time administrative appointment.

SALARY: Commensurate with education and experience.


APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:
- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:
Assistant Swimming Coach Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.