JOB DESCRIPTION

POSITION TITLE: Assistant Women’s Golf Coach

JOB CLASS: Staff
SUPERVISOR: Head Women’s Golf Coach

CLASSIFICATION: Part Time
LOCATION: DeLand

SUPERVISORY: No
DEPARTMENT: Athletics

POSITION OVERVIEW:

To assist in coaching duties through establishing daily practice program and coaching of athletes at practice. Travel with team and assist in all pre/post tournament duties and assist with coaching of team during competition. Assist in daily office routine as necessary.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

Bachelor's degree; master’s preferred; demonstrated ability to organize and develop worldwide recruiting master plan; computer skills a must; datavolley. Knowledge of NCAA rules and regulations; proven ability to establish and maintain effective working relationships with students, fellow employees, program boosters, and the public. As this position requires operation of University vehicles and traveling for recruiting purposes, the possession and maintenance of a valid Florida driver's license and acceptable driving record is required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

• Set up a structured recruiting program that identifies suitable academic and talented athletes and follow through to signing the best possible recruits for Stetson golf. Complete and pass NCAA coaches exam to recruit off campus.
• To assist in coaching duties through establishing daily practice program and coaching of athletes at practice.
• Office duties: Keep team statistics for practice and tournament competition. Process team expense reports for tournaments and recruiting.
• Travel with team and assist in all pre-tournament, and post tournament duties and also assist with coaching of team during competition. Pass necessary items to drive Stetson team van.
• Assist in daily office routine as necessary.
• Other minor duties will be assigned when needed.
• Performs other site and position specific functions as assigned.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.
Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.