

Position: Head Coach Women's Soccer  
Full-time Position

Summary: Reports to the Director of Athletics and Recreation. Responsible for providing coaching expertise and leadership for the administration of the NCAA intercollegiate athletic program (Varsity); administration and management of all aspects relating to a positive and beneficial intercollegiate experience for his/her student-athletes; and performing other related duties as assigned.

Description of Duties and Responsibilities:

*Essential Functions*

1. Conducts all aspects of the program within the rules, regulations, and procedures encompassed in the NCAA, the athletic conference, College, and athletic department policies and procedures manual, with an understanding that failure to do so may lead to sanctions up to and including termination.
2. Ensures compliance with all NCAA, athletic conference, and Spring Hill College rules and regulations.
3. Accurately completes all required NCAA compliance forms, reports and related processes on time.
4. Promptly reports any suspected violation (including possible violations committed personally or by any other member of the athletics department staff, SHC compliance related offices and staff, student athletes, or boosters) of NCAA, athletic conference or SHC Athletics rules to the Senior Compliance Administrator, Faculty Athletics Representative (FAR) or Director of Athletics.
5. Ensures all subordinates comply with all NCAA, athletic conference, and athletic department rules, policies and procedures by providing regular training, mentoring and oversight.
6. Assures all team members accurately complete NCAA and Spring Hill College compliance forms and attend all required educational sessions sponsored by the sport coach and the athletic department.
7. Attends all department staff and NCAA compliance education meetings as required or as requested.
8. Assures use of JumpForward by all team personnel for all recruiting and compliance related tasks.
9. Implements and maintains standards of performance consistent with athletic department academic and athletic expectations.
10. Hires, trains, supervises and evaluates assistant coaching staff and student workers for his/her sport.
11. Works collaboratively with the office of admissions and the athletic recruiting liaison to recruit quality student-athletes within college, conference and NCAA policies and procedures.
12. Establishes an environment that encourages her/his student-athletes to strive for academic excellence by regularly monitoring student-athletes' class schedules, academic progress toward degree, team study halls and missed class time per athletic department policies and

procedures.

13. Places a high priority on providing guidance, encouragement and moral support for team members to promote student-athlete well-being.
14. Coordinates with athletic training staff for the proper prevention and care of athletic related injuries.
15. Conducts effective practices and designs game plans and strategies designed to bring success.
16. Prepares and manages the program operating budget in conjunction with the athletic director.
17. Schedules athletic contests and scrimmages within NCAA and departmental guidelines.
18. Organizes and manages the purchase, maintenance, and inventory of team uniforms and equipment.
19. Manages travel arrangements and home game logistics for the team.
20. Designs and implements appropriate weight training, conditioning, and off season programs.
21. Maintains appropriate communications with student-athletes and parents.
22. Conducts community service and community engagement projects each semester.
23. Assists intercollegiate athletics with fundraising for the sports program.
24. Establishes effective public relations to promote the team on campus and in the community.
25. Participates in professional development opportunities at the local, conference and national level.
26. Maintains membership in the NCAA national coaches association for the sport.
27. Performs other duties as assigned by the Director of Athletics and Recreation.

#### *Marginal Functions*

1. Serves on assigned departmental or college committees.
2. Assists with game and event management as requested by the Director of Athletics.
3. Teaches activity classes as needed or assigned by the Director of Athletics.

Required Knowledge, Skills, and Abilities: Individuals must possess these required knowledge, skills, and abilities or be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Ability to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Ability to act in accordance with FERPA and HIPAA.
3. Ability to maintain team discipline and instill proper ethical and moral character.
4. Ability to lead, motivate, and relate to college student-athletes at the NCAA Division II level.
5. Knowledge of basic principles of coaching, training, and team supervision.
6. Knowledge of all aspects of program management: budgeting, recruiting, scheduling, staff supervision, travel planning, film exchange, *etc.*
7. Excellent interpersonal, written and oral communication skills.
8. Ability to present a mature, professional demeanor at all times while working under pressure with accuracy and consistency in a multi-tasking, deadline oriented environment.
9. Ability to exercise good judgment and discretionary skills in determining when to act independently and when to consult the Director of Athletics prior to taking action.
10. Ability to perform the physical demands of the position.
11. Willingness to travel and work at various hours when required or requested.
12. Ability to work collaboratively and contribute to a positive department environment.
13. Knowledge of office computer programs and software including, but not limited to, Microsoft

Office.

Qualification Standards:

- Education:* Minimum of Bachelor's Degree required; Master's preferred.
- Experience:* Minimum of 3-5 years of coaching experience. Head or assistant coaching experience at the college level preferred. NCAA Division II experience preferred.
- Licenses:* Valid driver's license with approval from College's insurance provider.
- Other:* This position is also subject to a criminal history and DMV background check and any applicable drug testing requirements.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.

To apply for the Head Coach (Women's Soccer) position, send letter of application, resume, and three current professional references to: Kim Heubach, Athletics Secretary, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608 (e-mail: [kheubach@shc.edu](mailto:kheubach@shc.edu)). The position is open until filled.

Off-list references may be checked.

Spring Hill College, the Jesuit College of the South, invites applications for the position of Head Coach, Men's Soccer. This is a full-time position reporting to the Director of Athletics and Recreation. Spring Hill competes as Division II members.

The head coach provides coaching expertise and leadership for the administration of the NCAA intercollegiate athletic program (Varsity/ JV); administration and management of all aspects relating to a positive and beneficial intercollegiate experience for his/her student-athletes; and performing other related duties as assigned.

Bachelor's degree and 3-5 years coaching experience required. Master's degree, and collegiate coaching experience preferred. Division II coaching experience preferred.

Position is open until filled. To apply, send cover letter, resume, and contact information for five professional references to: Kim Heubach, Athletic Department Secretary, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608 or email: [kheubach@shc.edu](mailto:kheubach@shc.edu)

To view a full position description, requirements, etc., please visit <http://www.shc.edu/jobs> and scroll down to Staff information.

Spring Hill College is an Equal Opportunity Employer.

Memo to: College Community  
From: Human Resources  
Re: Open Position—PLEASE POST  
Date: December 14, 2009

Position: Head Coach I, Athletic Department (Women's Soccer)  
Full-time Position

Summary: Under the supervision of and reporting to the Director of Athletics and Recreation ("Director of Athletics"): recruits, trains, organizes, supervises, and provides leadership to the women's intercollegiate soccer program; provides support for the College's recreational programs, as needed or as requested, through direct and indirect participation; supervises appropriate assistant coach(es) and work-study students.

Description of Duties and Responsibilities:

*Essential Functions*

1. Recruits academically qualified team members. The coach must be able to assess the skill and eligibility levels of prospective student-athletes using visual, spoken, and written methods.
2. Trains team members using spoken, written and/or physical instruction techniques in order to develop in them the required skills to compete.
3. Attends to the student-athletes' academic progress, oversees weekly student-athlete study halls, and maintains a good working relationship with the institution's student academic services department.
4. Pending approval of the Director of Athletics, schedules contests in a manner that minimizes interference with student class schedules using oral and/or written communication with coaches at other colleges and universities.
5. Manages operating budget for the women's soccer program, including all equipment purchases, travel, meals, promotions, awards, and other expenditures, as appropriate.
6. Ensures that the women's soccer program stays within its approved budget. This may include reviewing general ledger account sheets for accuracy, conferencing with appropriate Business Office personnel, canvassing vendors for competitive bids, and coordinating team fund-raising activities.
7. In coordination with the Director of Athletics and the Sports Information Director, promotes the team and its contests using various methods, such as calendars, brochures, media guides, newsletters, and press releases.
8. In consultation with the Director of Athletics, arranges for and/or operates rental vehicles for the transportation of the team to competitions. Exceptionally, this may involve air travel.

9. In coordination with the Sports Information Coordinator, reports final scores of completed contests and matches to local media in a timely manner, using the fastest means of communication, within budget parameters.
10. In consultation with the Director of Athletics, determines the disbursement of athletic scholarship monies to Spring Hill/NAIA qualified students.
11. In coordination with the Director of Athletics, may teach at least one Leisure Sports class during the academic year or supports the fitness and recreation program through comparable activities.
12. Performs other essential duties and tasks as assigned by the Director of Athletics.

#### *Marginal Functions*

1. Shares responsibility for supervising the operations of the Department of Athletics and Recreation, as needed or as requested.
2. Shares responsibility for managing the Recreation Center, as needed or as requested.
3. Maintains up-to-date records on all athletes and the overall program.
4. Maintains College athletic equipment for their respective sport.
5. Operates office equipment: such as desktop computers, telephones, facsimile machines, etc.

Required Knowledge, Skills, and Abilities: Individuals must possess these required knowledge, skills, and abilities or be able to explain and demonstrate how they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Ability to operate within all guidelines and eligibility requirements of Spring Hill College, The Department of Athletics and Recreation, the National Association of Intercollegiate Athletics (NAIA), and the Southern States Athletic Conference (SSAC).
3. Knowledge of teaching and instruction of soccer.
4. Effective oral and written communication skills at a level sufficient to represent Spring Hill College and to perform the essential functions of the position.
5. Ability to motivate and establish rapport with students.
6. Ability to be present at all competitions and practices unless other arrangements are cleared in advance with the Director of Athletics.
7. Ability to work and cooperate with other coaches, faculty, and supervisory staff in all departments.
8. Ability to work and travel at varied hours, including nights and weekends, when required.

Qualification Standards:

*Education:* Bachelor's Degree in Physical Education or related field required. Master's Degree preferred.

*Experience:* Previous collegiate coaching experience required. Collegiate head coaching experience preferred.

*Licenses:* Valid driver's license with approval from College's insurance provider.

*Other Considerations:* This position is also subject to a criminal history background check.

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To apply for this position, please forward a cover letter, resume, and information for five professional references to: Jim Hall, Director of Athletics, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608 (e-mail: [jhall@shc.edu](mailto:jhall@shc.edu)) Position is open until filled.

## NAIA AD

### **Head Men's Soccer Coach – Spring Hill College**

Spring Hill College, the Jesuit College of the South, invites applications for its full-time Head Men's Soccer Coach. Spring Hill, an NAIA member, begins competition in the Southern States Athletic Conference in the fall of 2010.

Qualifications: Bachelor's degree and collegiate coaching experience required, Master's degree and college head coaching experience preferred. The head coach is responsible for all aspects of the Men's soccer program.

Send cover letter, resume, and information for five professional references to: Jim Hall, Director of Athletics, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608. Email: [jhall@shc.edu](mailto:jhall@shc.edu). Complete information at [www.shc.edu/jobs](http://www.shc.edu/jobs) Equal Opportunity Employer.



## **NCAA Ad**

### **Head Men's Soccer Coach – Spring Hill College**

Spring Hill College, the Jesuit College of the South, invites applications for the position of Head Men's Soccer Coach. Spring Hill College is a member of the NAIA and begins competition in the Southern States Athletic Conference in the fall of 2010. This is a new full time position.

Qualifications: Bachelor's degree in Physical education or related field and collegiate coaching experience required. Master's degree and college head coaching experience preferred. Knowledge of the NAIA and Southern States Athletic Conference desired.

Responsibilities: The head coach is responsible for all aspects of the men's soccer program including; training of student athletes for practice and games, recruitment and retention of student athletes, scheduling, budget management, team travel, academic integrity, public relations, fundraising and supervision of assistant coach. Additional responsibilities within the department of athletics and recreation will be assigned.

Compensation: Commensurate with Education and Experience.

Closing Date: Position is open until filled.

To apply, send cover letter, resume, and contact information for five professional references to: Jim Hall, Director of Athletics, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608 or email: [jhall@shc.edu](mailto:jhall@shc.edu). To view a full position description visit the "Open Position" page at [www.shc.edu/jobs](http://www.shc.edu/jobs) Spring Hill College is an Equal Opportunity Employer.

Memo to: College Community  
From: Human Resources  
Re: Open Position—PLEASE POST  
Date: November 18, 2009

Position: Head Coach I, Athletic Department (Men's Soccer)  
Full-time Position

Summary: Under the supervision of and reporting to the Director of Athletics and Recreation ("Director of Athletics"): recruits, trains, organizes, supervises, and provides leadership to the men intercollegiate soccer program; provides support for the College's recreational programs, as needed or as requested, through direct and indirect participation; supervises appropriate assistant coach(es) and work-study students.

Description of Duties and Responsibilities:

*Essential Functions*

13. Recruits academically qualified team members. The coach must be able to assess the skill and eligibility levels of prospective student-athletes using visual, spoken, and written methods.
14. Trains team members using spoken, written and/or physical instruction techniques in order to develop in them the required skills to compete.
15. Attends to the student-athletes' academic progress, oversees weekly student-athlete study halls, and maintains a good working relationship with the institution's student academic services department.
16. Pending approval of the Director of Athletics, schedules contests in a manner that minimizes interference with student class schedules using oral and/or written communication with coaches at other colleges and universities.
17. Manages operating budget for the men's soccer program, including all equipment purchases, travel, meals, promotions, awards, and other expenditures, as appropriate.
18. Ensures that the men's soccer program stays within its approved budget. This may include reviewing general ledger account sheets for accuracy, conferencing with appropriate Business Office personnel, canvassing vendors for competitive bids, and coordinating team fund-raising activities.
19. In coordination with the Director of Athletics and the Sports Information Director, promotes the team and its contests using various methods, such as calendars, brochures, media guides, newsletters, and press releases.

20. In consultation with the Director of Athletics, arranges for and/or operates rental vehicles for the transportation of the team to competitions. Exceptionally, this may involve air travel.
21. In coordination with the Sports Information Coordinator, reports final scores of completed contests and matches to local media in a timely manner, using the fastest means of communication, within budget parameters.
22. In consultation with the Director of Athletics, determines the disbursement of athletic scholarship monies to Spring Hill/NAIA qualified students.
23. In coordination with the Director of Athletics, may teach at least one Leisure Sports class during the academic year or supports the fitness and recreation program through comparable activities.
24. Performs other essential duties and tasks as assigned by the Director of Athletics.

#### *Marginal Functions*

6. Shares responsibility for supervising the operations of the Department of Athletics and Recreation, as needed or as requested.
7. Shares responsibility for managing the Recreation Center, as needed or as requested.
8. Maintains up-to-date records on all athletes and the overall program.
9. Maintains College athletic equipment for their respective sport.
10. Operates office equipment: such as desktop computers, telephones, facsimile machines, *etc.*

Required Knowledge, Skills, and Abilities: Individuals must possess these required knowledge, skills, and abilities or be able to explain and demonstrate how they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

9. Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
10. Ability to operate within all guidelines and eligibility requirements of Spring Hill College, The Department of Athletics and Recreation, the National Association of Intercollegiate Athletics (NAIA), and the Southern States Athletic Conference (SSAC).
11. Knowledge of teaching and instruction of soccer.
12. Effective oral and written communication skills at a level sufficient to represent Spring Hill College and to perform the essential functions of the position.
13. Ability to motivate and establish rapport with students.
14. Ability to be present at all competitions and practices unless other arrangements are cleared in advance with the Director of Athletics.
15. Ability to work and cooperate with other coaches, faculty, and supervisory staff in all departments.
16. Ability to work and travel at varied hours, including nights and weekends, when required.

Qualification Standards:

*Education:* Bachelor's Degree in Physical Education or related field required. Master's Degree preferred.

*Experience:* Previous collegiate coaching experience required. Collegiate head coaching experience preferred.

*Licenses:* Valid driver's license with approval from College's insurance provider.

*Other Considerations:* This position is also subject to a criminal history background check.

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To apply for this position, please forward a cover letter, resume, and information for five professional references to: Jim Hall, Director of Athletics, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608 (e-mail: [jhall@shc.edu](mailto:jhall@shc.edu)) Position is open until filled.

Ad Copy for Section 441—Professional/Technical:

## SOCCKER COACH

Full-time Men's Soccer head coach. Bachelor's degree and collegiate coaching experience required. **Open until filled.** E.O.E. Send cover letter of application, resume, and three current references to: Jim Hall, Director of Athletics, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608 or [jhall@shc.edu](mailto:jhall@shc.edu)

## NAIA AD

### **Head Men's Soccer Coach – Spring Hill College**

Spring Hill College, the Jesuit College of the South, invites applications for its full-time Head Men's Soccer Coach. Spring Hill, an NAIA member, begins competition in the Southern States Athletic Conference in the fall of 2010.

Qualifications: Bachelor's degree and collegiate coaching experience required, Master's degree and college head coaching experience preferred. The head coach is responsible for all aspects of the Men's soccer program.

Send cover letter, resume, and information for five professional references to: Jim Hall, Director of Athletics, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608. Email: [jhall@shc.edu](mailto:jhall@shc.edu). Complete information at [www.shc.edu/jobs](http://www.shc.edu/jobs) Equal Opportunity Employer.

## **NCAA Ad**

### **Head Men's Soccer Coach – Spring Hill College**

Spring Hill College, the Jesuit College of the South, invites applications for the position of Head Men's Soccer Coach. Spring Hill College is a member of the NAIA and begins competition in the Southern States Athletic Conference in the fall of 2010. This is a new full time position.

Qualifications: Bachelor's degree in Physical education or related field and collegiate coaching experience required. Master's degree and college head coaching experience preferred. Knowledge of the NAIA and Southern States Athletic Conference desired.

Responsibilities: The head coach is responsible for all aspects of the men's soccer program including; training of student athletes for practice and games, recruitment and retention of student athletes, scheduling, budget management, team travel, academic integrity, public relations, fundraising and supervision of assistant coach. Additional responsibilities within the department of athletics and recreation will be assigned.

Compensation: Commensurate with Education and Experience.

Closing Date: Position is open until filled.

To apply, send cover letter, resume, and contact information for five professional references to: Jim Hall, Director of Athletics, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608 or email: [jhall@shc.edu](mailto:jhall@shc.edu). To view a full position description visit the "Open Position" page at [www.shc.edu/jobs](http://www.shc.edu/jobs) Spring Hill College is an Equal Opportunity Employer.

Memo to: College Community  
From: Human Resources  
Re: Open Position—PLEASE POST  
Date: February 6, 2006

Position: Head Coach I, Athletic Department (Men's and Women's Soccer)  
Full-time Position

Summary: Under the supervision of and reporting to the Director of Athletics and Recreation ("Director of Athletics"): recruits, trains, organizes, supervises, and provides leadership to the men and women's intercollegiate soccer programs; provides support for the College's recreational programs, as needed or as requested, through direct and indirect participation; supervises appropriate assistant coach(es) and work-study students.

Description of Duties and Responsibilities:

*Essential Functions*

25. Recruits academically qualified team members. The coach must be able to assess the skill and eligibility levels of prospective student-athletes using visual, spoken, and written methods.
26. Trains team members using spoken, written and/or physical instruction techniques in order to develop in them the required skills to compete.
27. Attends to the student-athletes' academic progress, oversees weekly student-athlete study halls, and maintains a good working relationship with the institutions student academic services department.
28. Pending approval of the Director of Athletics, schedules contests in a manner that minimizes interference with student class schedules using oral and/or written communication with coaches at other colleges and universities.
29. Manages operating budget for specific program(s), including all equipment purchases, travel, meals, promotions, awards, and other expenditures, as appropriate.
30. Ensures that his/her program stays within its approved budget. This may include reviewing general ledger account sheets for accuracy, conferencing with appropriate Business Office personnel, canvassing vendors for competitive bids, and coordinating team fund-raising activities.
31. In coordination with the Director of Athletics and the Sports Information Coordinator, promotes his/her team(s) and contests using various methods, such as calendars, brochures, media guides, newsletters, and news releases.
32. In consultation with the Director of Athletics, arranges for and/or operates rental vehicles for the transportation of team(s) to competitions. Exceptionally, this may involve air travel.

33. In coordination with the Director of Athletics, may teach at least one Leisure Sports class during the academic year – perhaps in a sport that is not in his/her field – or supports the fitness and recreation program through comparable activities.
34. In coordination with the Sports Information Coordinator, reports final scores of completed contests and matches to local media in a timely manner, using the fastest means of communication, within budget parameters.
35. In consultation with the Director of Athletics, determines the disbursement of athletic scholarship monies to Spring Hill/NAIA qualified students.
36. Performs other essential duties and tasks as assigned by the Director of Athletics.

#### *Marginal Functions*

11. Shares responsibility for supervising the operations of the Department of Athletics and Recreation, as needed or as requested.
12. Shares responsibility for managing the Recreation Center, as needed or as requested.
13. Maintains up-to-date records on all athletes and the overall program under one's responsibility.
14. Maintains College athletic equipment for his/her respective sport.
15. Operates office equipment: such as desktop computers, telephones, facsimile machines, etc.

Required Knowledge, Skills, and Abilities: Individuals must possess these required knowledge, skills, and abilities or be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

17. Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
18. Ability to operate within all guidelines and eligibility requirements of Spring Hill College, The Department of Athletics and Recreation, the National Association of Intercollegiate Athletics (NAIA), and the Gulf Coast Athletic Conference (GCAC).
19. Knowledge of teaching and instruction of soccer.
20. Effective oral and written communication skills at a level sufficient to represent Spring Hill College and to perform the essential functions of the position.
21. Ability to motivate and establish rapport with students.
22. Ability to be present at all competitions and practices unless other arrangements are cleared in advance with the Director of Athletics.
23. Ability to work and cooperate with other coaches, faculty, and supervisory staff in all departments.
24. Ability to work and travel at varied hours, including nights and weekends, when required.

Qualification Standards:



*Education:* Minimum of Bachelor's Degree in a field appropriate to coaching and training soccer.

*Experience:* Previous collegiate coaching experience is preferred.

*Licenses:* A Commercial Driver's License may be required if transportation vehicles include passenger bus.

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To apply for the Men's and Women's Soccer Coach position, contact Scott Westbrook, Director of Athletics, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608 (e-mail: [swestbrook@shc.edu](mailto:swestbrook@shc.edu)). All responses must be received by February 20, 2006.

Ad Copy for Section 441—Professional/Technical:

SOCCKER COACH

Full-time person is head of both Men's and Women's soccer teams. Bachelor's required; prefer prior collegiate-level coaching. **Applications must be received by February 20, 2006.** E.O.E. Send cover letter of application, resume, and three current references to: Scott Westbrook, Director of Athletics, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608 or [swestbrook@shc.edu](mailto:swestbrook@shc.edu)

Ad to run in Sunday, February 12<sup>th</sup>, issue as indicated.

Must reference Purchase Order Number B 22412.

Please fax draft of ad, include cost to run, to 460-2177.

Thanks.

Head Men's and Women's Soccer Coach. (One full-time position.) Spring Hill College, a small, private, Jesuit, liberal arts college located on the Alabama Gulf Coast, invites applications for the position of Head Men's and Women's Soccer Coach. Responsibilities include, but are not limited to, the following: overseeing all aspects of the soccer program, including: training of student-athletes for practice and games, recruitment/retention of student-athletes, scheduling, budget management, team travel, academic integrity, public relations, and supervision of staff. Previous collegiate coaching experience is preferred, and a Bachelor's Degree is required. More information via Open Positions at [www.shc.edu/jobs](http://www.shc.edu/jobs) **Applications must be received by February 20, 2006.** Send cover letter of application, resume, and three current references to: Scott Westbrook, Director of Athletics, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608 or [swestbrook@shc.edu](mailto:swestbrook@shc.edu) Spring Hill is an Equal Opportunity Employer.

Memo to: College Community  
From: Personnel Office  
Re: Open Position—PLEASE POST  
Date: May 4, 2004

Position: Head Coach I, Athletic Department (Men's and Women's Soccer)  
Full-time Position

Summary: Under the supervision of and reporting to the Director of Athletics and Recreation, recruits, trains, organizes, supervises, and provides leadership to the men and women's intercollegiate Soccer programs; provides support for the College's recreational programs, as needed or as requested, through direct and indirect participation; supervises appropriate assistant coach(es) and work-study students.

Description of Duties and Responsibilities:

*Essential Functions*

1. Recruits academically qualified team members. The coach must be able to assess the skill and eligibility levels of prospective student-athletes using visual, spoken, and written methods.
2. Trains team members using spoken, written and/or physical instruction techniques in order to develop in them the required skills to compete. Instruction may or may not be during team or individual practice sessions.
3. Attends to the student-athletes' academic progress by maintaining regular communication with professors and scheduling study halls, and by imposing appropriate restrictions and arranging for supplementary tutoring, when necessary.
4. Pending approval of the Athletic Director, schedules contests in a manner that minimizes interference with student class schedules using oral and/or written communication with coaches at other colleges and universities.
5. Manages operating budget for specific program(s), including all equipment purchases, travel, meals, promotions, awards, and other expenditures, as appropriate.
6. Ensures that his/her program stays within its approved budget. This may include reviewing general ledger account sheets for accuracy, conferencing with appropriate Business Office personnel, canvassing vendors for competitive bids, and coordinating team fund-raising activities.

7. In coordination with the Director of Athletics and Recreation and the Sports Information Director, promotes his/her team(s) and contests using various methods, such as calendars, brochures, media guides, newsletters, and news releases.
8. In consultation with the Director of Athletics and Recreation, arranges for and/or operates rental vehicles for the transportation of team(s) to competitions. Exceptionally, this may involve air travel.
9. In coordination with the Director of Athletics and Recreation, teaches at least one Leisure Sports class during the academic year – perhaps in a sport that is not in his/her field – or supports the fitness and recreation program through comparable activities.
10. In coordination with the Sports Information Director, reports final scores of completed contests and matches to local media in a timely manner, using the fastest means of communication, within budget parameters.
11. In consultation with the Athletic Director, determines the disbursement of athletic scholarship monies to Spring Hill/NAIA qualified students.
12. Performs other essential duties and tasks as assigned by the Director of Athletics and Recreation.

#### *Marginal Functions*

1. Shares responsibility for supervising the operations of the Department of Athletics and Recreation, as needed or as requested.
2. Shares responsibility for managing the Recreation Center, as needed or as requested.
3. Maintains up-to-date records on all athletes and the overall program under one's responsibility.
4. Maintains College athletic equipment for his/her respective sport.
5. Operates various office equipment, such as typewriters, desktop computer, telephones, facsimile machines, *etc.*

Required Knowledge, Skills, and Abilities: Individuals must possess these required knowledge, skills, and abilities or be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Ability to operate within all guidelines and eligibility requirements of Spring Hill College, The Department of Athletics and Recreation, the National Association of Intercollegiate Athletics (NAIA), and the Gulf Coast Athletic Conference (GCAC).
3. Knowledge of teaching and instruction of soccer.
4. Effective oral and written communication skills at a level sufficient to represent Spring Hill College and to perform the essential functions of the position.
5. Ability to motivate and establish rapport with students.
6. Ability to be present at all competitions and practices unless other arrangements are cleared in advance with the Athletic Director.
7. Ability to work and cooperate with other coaches, faculty, and supervisory staff in all departments.

8. Ability to work and travel at varied hours, including nights and weekends, when required.

Qualification Standards:

*Education:* Minimum of Bachelor's Degree in a field appropriate to coaching and training soccer.

*Experience:* Previous collegiate coaching experience is required.

*Licenses:* A Commercial Driver's License may be required if transportation vehicles include passenger bus.

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To apply for the Men's and Women's Soccer Coach position, contact Doug Mosley, Director of Athletics, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608 (e-mail: [dmosley@shc.edu](mailto:dmosley@shc.edu)). All responses must be received by May 21, 2004.

Head Men's and Women's Soccer Coach. Spring Hill College, a small, private, Jesuit, liberal arts college located on the Alabama Gulf Coast, invites applications for the position of Head Men's and Women's Soccer Coach. This is one full-time position. Responsibilities include, but are not limited to, the following: all aspects of the soccer program, training of student-athletes for practice and games, recruitment/retention of student-athletes, scheduling, budget management, team travel, academic integrity, public relations, and supervision of staff. Previous collegiate coaching experience and Bachelor's Degree required. See [www.shc.edu/jobs](http://www.shc.edu/jobs) (choose Open Positions). **Applications must be received by May 21, 2004.** Send cover letter of application, resume, and three current references to: Doug Mosley, Director of Athletics, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608 or [dmosley@shc.edu](mailto:dmosley@shc.edu). Spring Hill is an Equal Opportunity Employer.

Memo to: College Community  
From: Personnel Office  
Re: Open Position--PLEASE POST  
Date: March 21, 2000

Position: Men's and Women's Soccer Coach, Athletic Department  
Full-time Position

Summary: Under supervision of and reporting to the Athletic Director, trains, organizes, supervises, and provides leadership to the intercollegiate Soccer programs; and performs related work as required

Description of Duties and Responsibilities:

*Essential Functions*

37. Recruits possible team members. The coach must assess the skill levels and eligibility level of possible student-athletes using visual, spoken, and written methods. This employee must determine, upon consultation with the Athletic Director, which Spring Hill/NAIA qualified student-athletes will be awarded Grant-in-Aid.
38. Trains and develops team members. This includes teaching using spoken, written and/or physical instruction techniques and conditioning the student-athletes in the required skills to perform the specific sport. Instruction and student-athlete participation may or may not be during team or individual practice sessions.
39. Manages operating budget for all equipment purchases, travel, meals, promotions, awards, and other expenditures needed to operate Men's or Women's Soccer program, as appropriate. It is the responsibility of the coach to ensure that his/her program stays within its approved budget. This may include reviewing general ledger account sheets for errors or omissions with the appropriate Business Office personnel and canvassing vendors for competitive bids.
40. Transports the Soccer teams to competition. Vehicles are the most common form of transportation to and from game sites. In consultation with the Athletic Director, the coach is responsible for arranging the use of and may be required to operate rental vehicles. The coach must always be present at all competitions unless other arrangements are cleared in advance with the Athletic Director.
41. Schedules contests. It is the responsibility of the head coach to prepare a tentative schedule using oral and/or written communication with coaches at other colleges and



- universities. The tentative schedule will be formalized upon approval of the Athletic Director.
42. Promotes team and competition. It is a responsibility of the coach to promote his/her team and contests after coordination and approval by the Athletic Director and Sports Information Coordinator. Various methods may be used, for example: calendars, brochures, media guides, newsletters, and news releases.
  43. Reports results of completed contests. The coach must contact proper media representatives using the fastest means of communication, within budget parameters and as coordinated by the Sports Information Director, to report the final scores of contests and matches.
  44. Performs other essential duties and tasks as assigned by the Athletic Director.

#### *Marginal Functions*

16. Operates various office equipment. When clerical support is unavailable, the coach may need to use equipment in the Athletic Office to perform needed tasks, such as: typewriters, desk top computer, telephones, facsimile machines, *etc.*
17. Files documents and papers for Soccer program. The coach is expected to maintain up-to-date records on all athletes and the overall tennis program.
18. Supervises Athletic Office. The coach may be needed to monitor the Athletic Office if the secretary and all other coaches are unavailable to do so during normal working hours.
19. Maintains athletic equipment. The coach is expected to maintain the equipment owned by the College for his/her respective sport.

Required Knowledge, Skills, and Abilities: Individuals must possess these required knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

25. Knowledge of teaching and instruction in intercollegiate soccer.
26. Effective oral and written communication skills at a level to perform the essential functions of the position.
27. Ability to operate within all guidelines of the National Association of Intercollegiate Athletics (NAIA) and Gulf Coast Athletic Conference (GCAC) with which Spring Hill College is affiliated.
28. Ability to understand the eligibility requirements for athletes and to institute these policies.
29. Ability to review, understand, and apply policies set down by the NAIA, GCAC, Spring Hill College, and supervisors in the Athletic Department.
30. Ability to work and cooperate with other coaches, faculty, and supervisory staff in all departments.
31. Willingness to travel and work at various hours when required.

Qualification Standards:

*Education:* Minimum of Bachelor's Degree in the field appropriate to teaching and training in the sport of Soccer.

*Experience:* Prior experience in coaching soccer is preferred.

*Licenses:* Possession of a valid motor vehicle operator's license and acknowledgement by the College's insurance carrier. A Commercial Driver's License may be required if transportation vehicles include passenger bus.

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**In conformance with the *Alabama Child Protection Act* of 1999, applicants may be required to complete and sign a Statement of Consent and Authorization for Criminal History Background Information Checks. Criminal history background information checks will be conducted for Spring Hill through the Department of Public Safety with the Alabama Bureau of Investigation and the Federal Bureau of Investigation prior to employment of any applicant to determine whether or not the applicant has been convicted of a crime that bears upon the applicant's fitness to teach or have responsibility for the safety and well-being of a child or children under the age of 19 years. There is a fee for this background check.**

To apply for the Men's and Women's Soccer Coach position, contact the Personnel Office, 380-3063. Applications must be received by April 6, 2000.