



Head Coach, Men's Basketball

Position Title:	Head Coach (Men's Basketball)
Department:	Athletics
Status:	Part-Time
Hours:	Varied hours to meet needs of team
Reports to:	Director, Athletics Program
Education:	Bachelor degree in appropriate area of specialization 1-3 years' college coaching and recruiting experience or extensive high school coaching experience.
Certifications:	Currently holds proper coaching certifications or willing to acquire the certifications CPR/First Aid/AED certified
Experience:	Previous coaching experience in high school and/or higher education environment preferred

Position Summary: The main responsibility of a Head Coach is to recruit student athletes, administer the sports program in accordance with the policies of Calumet College of St. Joseph and assist with retaining the student athlete for their full educational commitment. This is a part-time position and the Head Coach is expected to spend approximately 75% of their time in student coaching and teaching activities with the remaining 25% of their time spent on recruitment and team travel activities.

Knowledge, Skills & Abilities:

Requirements listed below are representative of the knowledge, skill, and/or ability required to be successful in this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain positive and professional attitude towards performing the duties of the job.
- Ability to cooperate with other coaches, athletic department staff, faculty and staff to provide the optimum intercollegiate experience for the student athlete.
- Maintain a clear understanding of the role of athletics within a private, Catholic liberal arts setting.
- Ability to respond to requests for assistance from students and others.
- Ability to balance team and individual responsibilities.
- Display an organized and results-oriented approach to recruitment and coaching.
- Knowledge and understanding of organizational goals and objectives, policies and procedures.
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff.
- Strong organizational, analytical, and communication (verbal and written) skills.

Primary Responsibilities/Duties:

- Consistently demonstrate strong, positive and productive leadership skills.
- Oversee and coordinate all recruitment and retention activities to build a competitive program.
- Administer the sports program in accordance with the policies and procedures of CCSJ.

- Work in cooperation with the Athletic Director on a strategic plan for program growth and competitiveness.
- Effectively communicate with all College faculty, staff and administration on the academic progress of the sport's student athletes.
- Arrange all scheduling commitments throughout the season.
- Demonstrate and implement successful year round training plans for all student athletes committed to the sport (pre-season, in-season, post-season).
- Collaborate creatively with hands-on fundraising opportunities for the Athletic Department and the sport.
- Manage assistant coaching staff (if assigned) associated with the program while encouraging cooperation and teamwork.
- Develop various camps/clinics during the year to help promote the program and the College.
- Provide all student athletes with a quality collegiate academic and athletic experience.

To apply, please send a cover letter highlighting your previous experience and qualifications along with a current resume to **Paula Shreve, Director of Human Resources** via email at pshreve@ccsj.edu.

This position will remain open until filled.

CCSJ is an equal opportunity employer and encourages candidates of typically underrepresented groups to apply.