Franklin College (Indiana) invites applications for the position of Assistant Director of Athletics and Head Volleyball Coach. Franklin is an NCAA Division III institution and a member of the Heartland Collegiate Athletic Conference. This is a full-time, 12-month staff position reporting to the Director of Athletics. The Assistant Director of Athletics/Head Volleyball Coach reports to the Director of Athletics and serves a dual role between athletics administration and the management of a successful women’s volleyball program.

**JOB DUTIES**

- Helps insure that the athletic program operates within and meets the expectations of the institutional athletics mission statement
- Researches and implements programming for student-athlete development and staff development and ensures NCAA compliance is met with that programming
- Serves as liaison between Athletics and Student Development including areas such as new student registration, student organizations, and academic preparedness
- Oversees and cultivates a robust SAAC (Student Athlete Advisory Council) program
- Manages various budgets within prescribed responsibility
- Works collaboratively with departmental colleagues and institutional colleagues in the areas of enrollment management, academic affairs, student affairs and development and alumni relations
- Organizes home competition and tournaments to ensure a positive experience for the student-athletes
- Manages team travel and associated budgets including: transportation, meals, and necessary lodging
- Abides by the rules, regulations and philosophies of the College as well as any affiliation rules and regulations which may be applicable to your sport
- Leads and manages the sport program; recruitment and retention of student-athletes; fund-raising/public relations, consistent with the principles and goals of the institutional Athletic Mission Statement
- Creates, models and oversees a culture of compliance with NCAA, conference and institutional regulations
- Coordinates selection, supervision and evaluation of assistant coaches, in consultation with the Director of Athletics
- Prioritizes and assists student-athletes in academic success
- Working knowledge of basic computer operations including the use of spreadsheets and word processing applications
- Will exercise supervision over a limited number of coaching staff
- Follow and abide by all safety rules and regulations
- Other duties as assigned
REQUIRED QUALIFICATIONS

- Bachelor’s degree from an accredited college or university and at least three years of related experience working with college students
- Experience planning activities and events
- Strong computer skills including the Microsoft Office Suite
- Self-motivated and able to work with little supervision
- Strong organizational and communication skills
- Ability to interact with a variety of people
- A passion for active student engagement in learning

PREFERRED QUALIFICATIONS

- Successful volleyball coaching experience at the college level
- NCAA Division III experience
- Administrative or management experience

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled. Interested candidates should submit a complete application (electronic submissions preferred, MS Word or PDF) including letter of application, resume and contact information for three professional references via the application link – Franklin College Staff Application

Contact Human Resources with additional questions.

Franklin College
101 Branigin Boulevard
Franklin, IN 46131
humanresources@FranklinCollege.edu
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.