HEAD WOMEN’S LACROSSE COACH/ADMISSIONS COUNSELOR

Franklin College, a NCAA Division III institution and member of the Heartland Collegiate Athletic Conference, invites applications for Head Softball Coach/Admissions Counselor. This is a full-time, 12-month, exempt staff position under the supervision of the Director of Athletics and Director of Admissions.

The employee serves as the head coach of the women’s lacrosse team and runs their athletic program in accordance with Franklin College and NCAA rules, regulations and policies. The employee must be committed to promoting academic and athletic achievement in a way that is fully integrated with the mission and vision of Franklin College and NCAA Division III philosophy.

This position is responsible for assisting with all aspects of the admissions and recruitment process. In addition, s/he is responsible for the internal department management of admissions in coordination with the director of admissions.

COACHING DUTIES

- Work collaboratively with departmental colleagues and institutional colleagues in the areas of enrollment management, academic affairs, student affairs and development and alumni relations;
- Coordinate practice opportunities within prescribed NCAA playing season and in collaboration with other sports programs on campus;
- Organize home competition and tournaments to ensure a positive experience for the student-athletes;
- Manage team travel and associated budgets including: transportation, meals, and necessary lodging;
- Abide by the rules, regulations and philosophies of the College as well as any affiliation rules and regulations which may be applicable to your sport;
- Lead and manage 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;
- Create, model and oversee a culture of compliance with NCAA, conference and institutional regulations;
- Coordinate selection, supervision and evaluation of assistant coaches, in consultation with the Director of Athletics;
- Prioritize and assist student-athletes in academic success;
- Working knowledge of basic computer operations including the use of spreadsheets and word processing applications;
- Follow and abide by all safety rules and regulations;
- Other duties as assigned;
- Follow and abide by requirements of a Responsible Employee.

ADMISSIONS DUTIES
• Develop a prospect management plan
• Meet with and counsel prospective students and families
• May supervise student employees serving as admissions tour guides
• Conduct Franklin College tours for potential students and parents
• Travel to high schools and college fairs to meet with students, parents, school counselors and alumni
• Meet with candidates for admission and conduct group information sessions, both on and off campus
• Review admission files and recommend admission decision;
• Plan and conduct appropriate follow-up activities off-campus for prospects, parents, school counselors and alumni
• Represent Franklin College at on and off-campus events and programs
• Plan and execute a travel plan in designated geographic areas
• Speak publicly to individuals, groups on and off campus
• Develop and maintain close working relationships with key secondary school constituents
• Develop and monitor statistical reports to enhance recruitment strategies, yield management, forecasting, and operational efficiency
• Other duties as assigned

**Requirements:** Bachelor’s degree is required; master’s degree is preferred. Preference given to candidates with experience playing lacrosse at the college level; successful lacrosse coaching experience at the college level; NCAA Division III experience. Excellent verbal and interpersonal skills; ability to adapt to quickly changing environments; excellent organizational and multitasking skills.

Review of applications will begin immediately and continue until a candidate is selected.

**Excellent benefits** package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, full tuition benefits for employees and their family.

Interested candidates should submit a complete application including letter of application, resume and contact information for three professional references. Click link to apply for position here – Franklin College Staff Application or visit employment opportunities at 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 participation 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.