Head Men’s Soccer Coach/Business Office Assistant

Franklin College, a NCAA Division III institution and member of the Heartland Collegiate Athletic Conference, invites applications for Head Men’s Soccer Coach/Business Office Assistant. This is a full-time, 12-month, exempt staff position under the supervision of the Director of Athletics and Business Office Manager.

The employee serves as the head coach of the men’s soccer program 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 also responsible for assisting the Office of Business Operations with a variety of functions.

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;
- 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;
- Will exercise supervision over team members and assistant coaches
- May require supervision over limited student workers and game day personnel

BUSINESS OFFICE DUTIES

- Assisting with payables, reconciling accounts, answering questions for students and parents regarding their accounts;
- Maintains the integrity and confidentiality of student accounts, payroll and payable information
- Follow and abide by all safety rules and regulations;
Other duties as assigned;
Follow and abide by requirements of a Responsible Employee

REQUIRED QUALIFICATIONS

- Bachelor’s degree is required
- Experience playing and/or coaching men’s soccer
- Excellent verbal and interpersonal skills
- Ability to adapt to quickly changing environments
- Excellent organizational and multitasking skills
- Reliable analytical/problem-solving skills
- Demonstrated ability to effectively handle difficult and sensitive information

PREFERRED QUALIFICATIONS

- Experience in working in business, finance or accounting
- Successful men’s soccer coaching experience at the college level, especially in a NCAA Division III setting

APPLICATION PROCESS

Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Applications should be submitted electronically (MS Word or Adobe PDF) and should include cover letter, resume and 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 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.