Assistant Baseball Coach

Franklin College, a NCAA Division III institution and member of the Heartland Collegiate Athletic Conference, invites applications for an Assistant Baseball Coach. The Assistant Baseball Coach serves a dual role between management of a successful baseball program and new and emerging sports at the college. In some cases, the position may serve as a coach in a part-time capacity within an emerging sport. While other times, the position simply manages effective recruitment and retention strategies at building programs. This is a full-time, salary exempt 10-month position reporting to the Athletic Director/Head Baseball Coach.

ESSENTIAL POSITION FUNCTIONS

- Leads a successful men’s baseball program in a manner consistent with the principles and goals of the institutional Athletic Mission Statement;
- Takes direction from the head coach on all non-coaching functions of the program including, but not limited to, recruitment and retention of student-athletes; fund-raising/public relations, and alumni communication;
- Works collaboratively with departmental colleagues and institutional colleagues in the areas of enrollment management, academic affairs, student affairs and development and alumni relations;
- Collaborates with other coaches and coordinates baseball practice schedules, particularly those involving JV opportunities;
- Assists in organizing home competition and tournaments to ensure a positive experience for the student-athletes;
- Facilitates coaching activities during practice and competition;
- Researches new and emerging sports;
- Tracks recruitment and retention progress;
- Meets with key contacts in the Admissions office to ensure good communication across department lines;
- Manages various budgets within prescribed responsibility;
- 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 the sport;
- Creates, models and oversees a culture of compliance with NCAA, conference and institutional regulations;
- Prioritizes and assists student-athletes in academic success;
- Follows and abides by all safety rules and regulations;
- Other duties as assigned.

Supervisory Responsibility:

General supervision is received from the Associate Director of Athletics. Will exercise supervision over a limited number of staff and student workers.

QUALIFICATIONS

- A Bachelor’s degree from an accredited college or university;
- Minimum of 4 years competitive baseball experience;
• Minimum of 3 years of coaching experience at the college, high school, and/or club level;
• Basic computer skills including a working knowledge of the Microsoft Office Suite, use and manipulation of spreadsheets, and familiarity with game management software;
• Self-motivated and able to work with little supervision;
• Positive attitude and demonstrated initiative;
• Strong organizational and written and oral communication skills;
• Ability to interact with a variety of people; and
• A passion for active student engagement in learning.

Preferred Experience:

• Master’s degree;
• Familiarity with recruitment / enrollment software;
• Successful recruiting track record;
• College coaching experience a plus particularly NCAA Division III experience.
• Administrative or management experience.

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. Interested candidates should submit a complete application including 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

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