



## **HEAD WOMEN'S TENNIS COACH**

Franklin College (Indiana) invites applications for the position of Head Women's Tennis Coach. Franklin is an NCAA Division III institution and a member of the Heartland Collegiate Athletic Conference. The Head Women's Tennis Coach is a part-time, 10-month staff position reporting to the Director of Athletics. The Head Coach is responsible for the leadership and management of the women's tennis program, including recruiting, practice organization, match preparation, fund-raising/public relations, budget management, and staff selection/supervision.

### **Essential Functions**

- Work collaboratively with departmental colleagues and institutional colleagues in the areas of enrollment management, academic affairs, student affairs, and development and alumni relations;
- Organize home competitions 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 all NCAA Division III rules;
- Lead and manage the women's tennis 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 the 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;
- Other duties as assigned by management.

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree from an accredited college or university;
- Excellent verbal and interpersonal skills;
- Ability to adapt to quickly changing environments;
- Excellent organizational and multitasking skills;
- Minimum 1 year coaching Tennis or ~~past~~ playing experience at the collegiate level;
- Working knowledge of basic computer operations including Microsoft Word and Excel.

### **PREFERRED QUALIFICATIONS**

- Master's degree from an accredited college or university;
- Successful tennis coaching experience at the college level;



- NCAA Division III experience.

### **APPLICATION PROCESS**

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](mailto:humanresources@FranklinCollege.edu)  
[www.FranklinCollege.edu](http://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.