Franklin College, a NCAA Division III institution and member of the Heartland Collegiate Athletic Conference, invites applications for an Assistant Baseball Coach, reporting to the Head Baseball Coach. This is a part-time, salary exempt 10-month position reporting to the Athletic Director/Head Baseball Coach.

ESSENTIAL POSITION FUNCTIONS

- Assist in leading a successful men’s baseball program in a manner consistent with the principles and goals of the institutional Athletic Mission Statement;
- Receive 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;
- Work collaboratively with departmental colleagues and institutional colleagues in the areas of enrollment management, academic affairs, student affairs and development, and alumni relations;
- Collaborate with other coaches and coordinate baseball practice schedules, particularly those involving JV opportunities;
- Assist in organizing home competition and tournaments to ensure a positive experience for the student-athletes;
- Facilitate coaching activities during practice and competition;
- Track recruitment and retention progress;
- Manage various budgets within prescribed responsibility;
- 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 the sport;
- Create, model and oversee a culture of compliance with the NCAA, conference and institutional regulations;
- Prioritize and assist student-athletes in academic success;
- Follow and abide by all safety rules and regulations;
- Other duties as assigned by management.

QUALIFICATIONS

- A Bachelor’s degree from an accredited college or university;
- Minimum of 4 years competitive baseball experience playing or coaching;
- 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;
- 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, 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 following 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.