



## **Assistant Track and Field & Cross-Country Coach**

Franklin College, a NCAA Division III institution and member of the Heartland Collegiate Athletic Conference, invites applications for an Assistant Track and Field Assistant Cross-Country Coach. The Assistant Track and Assistant Cross-Country Coach is responsible for managing a successful track and field program and serves as the assistant coach to the Head Cross-Country Coach in the fall, while assisting the Head Track & Field Coach in the winter/spring. This is a full-time, salary exempt 10-month position reporting to the Head Track and Cross-Country Coach.

### **ESSENTIAL POSITION FUNCTIONS**

- Help lead a successful men's and women's track and field program in a manner consistent with the principles and goals of the institutional Athletic Mission Statement;
- Manages various budgets within prescribed responsibility including fundraising efforts that meet the financial demands of the program and needs of the student-athletes;
- Works collaboratively with departmental colleagues and institutional colleagues in the areas of enrollment management, academic affairs, student affairs and development and alumni relations;
- Develops in-season workouts that will enable each student-athlete to pursue his/her athletic potential and develop physically relative to his/her athletic goals;
- Provides opportunities for student-athlete development athletically and personally while prioritizing academic success;
- Educates and monitors student-athletes in the area of injury prevention and care, taking direction from and following the instructions of the athletic training staff
- Builds relationships with alumni to encourage continued interest and investment in the program;
- Recruits prospective student-athletes (year-round) who contribute positively to the campus community, meet the competitive needs of the program, and meet expectations toward the enrollment goals of the institution;
- Promotes a positive image for the program, the department and the institution;
- Organizes home competition and tournaments to ensure a positive experience for the student-athletes, with consideration to the priority of academic responsibilities of the student-athletes;
- Facilitates all direct coaching activities during practice and competition;
- 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;
- Coordinates selection, supervision and evaluation of assistant coaches, in consultation with the Director of Athletics;
- Follows and abides by all safety rules and regulations.

### **Other responsibilities:**

- Serves as athletic event manager as assigned by the Director of Athletics;
- Supports and serves as a backup to the head cross country/head track coach for all functions related to the men's and women's cross country and track & field teams;
- As necessary, conducts practices when the head cross country/head track & field coach is unable to do so;
- Other duties as assigned.

### **Supervisory Responsibility:**

- General supervision is received from the Director of Athletics with direct reporting to the Head Track and Cross-Country Coach.
- May exercise supervision over a limited number of staff and student workers.

### **QUALIFICATIONS**

- A Bachelor's degree from an accredited college or university;
- A minimum of three years of track coaching experience preferably at the college level;
- Basic computer skills including a working knowledge of the Microsoft Office Suite and use and manipulation of spreadsheets;
- Self-motivated and able to work with little supervision;
- Strong organizational and communication skills;
- Ability to interact with a variety of people; and
- A passion for active student engagement in learning.

### **Preferred Education and Experience:**

- Master's degree from an accredited college or university;
- Familiarity with recruitment / enrollment software;
- 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 here – [Franklin College Staff Application](#)

Contact Human Resources with additional questions.

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[www.FranklinCollege.edu](http://www.FranklinCollege.edu)

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