Head Softball Coach and Assistant Director of Athletics

Franklin College (Indiana), a NCAA Division III institution and a member of the Heartland Collegiate Athletic Conference, invites applications for a full-time Head Softball Coach/Assistant Director of Athletics position. The Head Softball Coach aspects of this position will be responsible for the leadership and management of the softball program which include recruiting, practice organization, game preparation, fund-raising/public relations, budget management and staff selection/management. Nights and weekends are required as well as significant travel during and beyond the season. The Assistant Director of Athletics aspects of this position will be responsible for all sport program oversights, Student Athlete Advisory Committee supervision and other administrative duties. This is a full-time, salary exempt 12-month position reporting to the Athletic Director.

Essential Functions:

- Lead successful Softball programs in a manner consistent with the principles and goals of the institutional Athletic Mission Statement;
- Manage 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;
- Manage various budgets within prescribed responsibility;
- 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 competition and tournaments to ensure a positive experience for the student-athletes;
- Facilitate all direct coaching activities during practice and competition;
- 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;
- Coordinate selection, supervision and evaluation of assistant coaches, in consultation with the Director of Athletics;
- Administrative duties to include, but are not limited to, involvement with the Student-Athlete Advisory Committee;
- Assist in the supervision of athletic programs including recruitment, planning, and budget management;
- Supervise athletic related events as assigned;
- Work collaboratively with department colleagues and Human Resources to fill vacant positions within the Department of Athletics.
QUALIFICATIONS:

- A Bachelor’s degree from an accredited college or university;
- A minimum of three years of softball coaching experience 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 ability to work with little supervision;
- Strong organizational and communication skills;
- Must maintain a valid driver’s license in good standing;
- Successful recruitment experience at the college level.

Preferred Experience:

- Master’s degree from an accredited college or university;
- Familiarity with recruitment / enrollment software;
- NCAA Division III experience;
- Athletic Administration experience.

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. Qualified candidates will submit electronically (MS Word or PDF) a cover letter and resume via the following link – Franklin College Staff Application or visit Employment Opportunities at www.FranklinCollege.edu.

Contact Human Resources with additional questions.

Franklin College
101 Branigin Blvd.
Franklin, IN 46131
humanresources@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.