



OFFICE OF HUMAN RESOURCES

Date Approved: 11/12

Revised: 9/13

Exempt	Band:	Job Family: Provost
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**Position Title:** Graduate Assistant, Coaching Track and Field (Part-time)

**Position #:** []

**Department:** Athletics

**Reports To:** Head Coach

**Supervises:** 0

**Position Summary:** Assists the head coach in operating an intercollegiate athletics program for student-athletes, with differing abilities and skills that pursues our complementary goals in Athletics of striving for athletic excellence and developing Christian character. This is a two year, 20 hours/week, appointment not to exceed 800 hours/year. Commitment runs from August 4<sup>th</sup> – May 31<sup>st</sup> each of the two years.

**Education Required:** Bachelor’s degree required; current enrollment in Master of Arts in Higher Education Program (College Athletics Management track) at Messiah College.

**Experience Required:** Previous participation in Track and Field as a player and/or coach at the college level.

**Skills, Characteristics Required for Position:**

- Ability to assist in administering NCAA Division III intercollegiate program, including recruiting, scheduling, budgeting, travel, and practice plans;
- Ability to coach, teach, and train student-athletes in skills and strategies specific to their sport to make them as competitive as possible;
- Ability to establish appropriate and effective mentoring relationships with student-athletes;
- Demonstrated knowledge and understanding of the stages of student development and the importance of holistic education;
- Ability to be team player within the Athletics Department and Messiah College;
- Good judgment and problem solving skills;
- Ability to communicate effectively both orally and in writing;
- Demonstrated commitment to continued learning/professional development (i.e., presentations, workshops, regional and/or national conferences);
- Strong organizational skills, including time management skills and the ability to prioritize multiple responsibilities;
- Working knowledge of computer programs and systems;
- Ability to maintain strict confidentiality; and
- Christian faith commitment required.

**Special Working Conditions:** Required to work weekends and evenings as needed.

Primary Duties	
1.	Assist in analyzing performance and instruct athletes in skills, techniques and strategies in preparation for competition and during contests.
2.	Assist in coordinating general administrative duties (including budgeting, game scheduling, travel plans, meeting requests for information, and business procedures).
3.	Communicate with the athletic trainer, sports information director, facilities assignor, and department administrators as needed.
4.	Assist in the planning, organizing, implementing, and evaluating of recruiting and scouting activities.
5.	Perform other administrative duties as assigned.
6.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Other duties as assigned.