WPU Vacancy Announcement/Job Description

**Date:** February 28, 2020

1. **Position Title:** Head Women’s Soccer Coach
2. **Department:** Athletics
3. **Position Requirements and Preferences:**

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| A. | Education | Bachelor’s Degree required. Master’s Degree required.  |
| B. | Experience | Coaching experience required. Collegiate coaching experience preferred.  |
| C. | Abilities  | * Demonstrated talent in building a cohesive team;
* Independent decision making, ability to exercise good judgment, and use of critical thinking skills;
* Ability to work in an environment of shifting priorities, frequent interruptions, hectic pace, and interaction with students, staff, alumni, and the public;
* Good written and oral communication skills;
* Ability to handle highly confidential matters and materials with discretion;
* Ability to work independently and as a team member to complete assigned tasks and meeting deadlines;
* Organizational skills, time management, relationship building, and communication skills essential;
* Willing to work long hours.
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1. **Position Summary:**

# WPU strives to create a vibrant learning community for all its members, including students, staff, and faculty. To help foster that community, this position will lead by example and develop others’ leadership capabilities, employ relevant technologies, and actively demonstrate the Quaker virtues of simplicity, peace-making, integrity, community, and equality.

1. **Responsibilities:**
* Assist to administer your program to be in total compliance with William Penn, NAIA and Conference regulations and policies.
* Monitor and stay within the parameters of your budget(s). All purchase orders, expense forms and check requests must be submitted in a timely manner to the Athletic Director.
* Monitor and submit all required documentation to the Director of Compliance and NAIA to assure eligibility for student-athletes.
* Maintain the scholarship average designated by the University for all student-athletes in your program with direction from the Athletic Director.
* Coordinate and oversee an ethical process for recruiting and retaining student-athletes for your program. Each program is required to maintain FTE numbers as established by the University.
* Attend all athletic department meetings.
* Coordinate all team travel plans with the Transportation Director in a timely manner.
* Assist the SID with news releases, media guides and other team related materials.
* Be a positive role model for your team and monitor discipline guidelines with your team.
* Assist with an updated annual inventory of equipment, uniforms and supplies.
* Monitor attendance and academic performance of your team members.
* Consistently communicate with Admissions with your recruiting information.
* Conduct yourself in a professional manner and display good sportsmanship at all times.
* Work with the Champions of Character Representative to assure that your program is fulfilling NAIA guidelines.
* Cooperate and communicate with the Athletic Training Staff.
* Be loyal and supportive with the Athletic Department staff, Administration and Faculty.
* Will support the performance management system used by William Penn University and do formal quality reviews of your subordinates as per the guidelines established.
* Oversee supervision of facilities to assure there is no unsupervised activity.
* Assist with supervision of other home activities as assigned.
* All other duties as assigned by the Athletic Director.
1. **Reports to:** Director of Athletics
2. **Start Date:** Immediately
3. **Replacement or New Position:** New
4. **Full-Time/Part-time/Temp:** Full Time
5. **Closing Date of Posting:** Until Filled
6. **Application Sent to:** Send letter of application and resume:

Human Resources

William Penn University

201 Trueblood Avenue

Oskaloosa, Iowa 52577

Email: gambella@wmpenn.edu

1. **Terms of Employment:** At will employee

**William Penn University is an equal opportunity provider and employer.**