

# Job Posting

Position	Department	Reports to
<b>Graduate Assistant, Various</b>	<b>Athletics</b>	<b>Head Coach (of sport)</b>

*Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.*

Grace College seeks three Graduate Assistants for the following sports:

- Women's Soccer
- Men's Soccer
- Women's Basketball

**General Responsibilities:** The Graduate Assistant reports directly to the Head Coach and is responsible for assisting in the planning, directing, and evaluating all aspects and facets of a successful program at the NAIA level. Duties include, but not limited to: recruitment of highly skilled and academically qualified student-athletes, monitor academic progress and eligibility, and effectively analyze and teach the fundamentals skills and strategies of the sport. Plan, organize, conduct, and evaluate practices session along with develop, implement, and evaluate game plans and strategies. Assist with coordinating official and unofficial visits, written correspondence and telephone communications. Serve as a leader, mentor, and role-model to the student-athletes of the program. Assist Head Coach in the preparation of competitive team schedule, participate in public relations/media activities, and fundraising initiatives. Strong organizational skills with an ability to effectively recruit are essential. Oversee administrative processes and procedures as assigned. Ensure compliance with all Grace student life, NAIA policies and Grace College policies & procedures.

**Qualifications:** The two-year assistantship begins in August and includes tuition remission, a meal plan, and an annual stipend. The candidate must enroll in one of the graduate programs that Grace College offers. The candidate must enroll in a minimum of 6 credit hours per semester. Bachelor's degree required and college playing experience preferred. Applicant must obtain acceptance in Grace College graduate program and have a personal commitment to Grace's mission of Christian higher education. A valid driver's license is required. Applicants must be able to work an untraditional work schedule (i.e. frequent nights and weekends). Review of applications will begin immediately and will continue until the position is filled.

**Status: Part Time; Exempt**

**A completed employment application, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment.**

**Posted: 7-17-18**