

# Job Posting



Position	Department	Reports to
Grad. Asst. OR Part-Time Track and Field (Throws)	Athletics	Head Coach- Track and Field

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.

## General Responsibilities:

Grace College is seeking a Graduate Assistant OR Part Time Throws Coach for the M & W Track & Field program. The position reports directly to the Head M & W Track Coach and is responsible for assisting in the planning, directing, and evaluating all aspects and facets of a successful M & W Track & Field program at the NAIA level. Duties include, but not limited to: serving as a teacher of the Throwing Events, recruitment of highly skilled and academically qualified student-athletes, monitor academic progress and eligibility, coach and recruit a specific number of athletes in the throwing events for the M & W Track & Field teams at the college, 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.

## Institution Requirements:

Graduate assistants must sign the community lifestyle statement for all Grace employees. Graduate assistants cannot have dating relationships with athletes in the program they teach/coach at Grace College. All discretion should be used in graduate assistant and potential athlete relationships. Should any dating relationship begin with an athlete within a different sport, the graduate assistant must notify their supervisor immediately.

## Academic Requirements:

To remain employed in the assistantship, the candidate must successfully progress through the graduate program requirements. If the candidate does not continually meet the graduate program requirements, the candidate could be terminated. However, if the candidate terminates employment, the candidate may continue enrollment by acquiring responsibility for the financial costs of the program.

Cohorts are generally considered to be a maximum of 25 students. If a cohort is considered full with tuition-paying students, no more than two tuition-benefit eligible employees may join the cohort beyond the established enrollment limit. If a cohort is not full with tuition paying students, then tuition-benefit employees may be added to the cohort until it is full, but not beyond the maximum. Selection for tuition benefit eligible students will be determined based on the application completion date for enrollment in the cohorts. Grace will give priority for enrollment to students who do not receive the Grace Schools tuition benefit if a course is full. If a course is full you will be placed on a waiting list for the next available opening. Placement on the waiting list will be determined based on the application completion date.

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## **Graduate Assistant Qualifications:**

**The two-year assistantship 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).

## **Part-Time Assistant Qualifications:**

**Part-time coaches are paid on an hourly basis, with a maximum of 25 hours per week for this position.** Bachelor's degree required and college playing experience preferred. Previous coaching experience is beneficial. Applicant must 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, resume, 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. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).**

**Posted: 5-7-19**