

Job Description

Position	Department	Supervisor	FTE	FLSA Class
Graduate Assistant – Women’s Soccer	Athletics	Head Women’s Soccer Coach		

Scope of Responsibilities:

Grace College is seeking a Graduate Assistant for women’s soccer. The two-year assistantship begins in August and includes tuition remission, a meal plan, and an annual stipend. The Graduate Assistant Women’s Soccer reports directly to the w. soccer Head Coach and is responsible for assisting in the planning, directing, and evaluating of all aspects and facets of a successful w. soccer program at the NAIA level. Duties include, but not limited to:

- Serve as a teacher of the sport of w. soccer.
- Serve as a leader, mentor, teacher and role-model in the sport of women’s soccer.
- Recruit and assist recruitment of highly skilled and academically qualified student-athletes for the w soccer team.
- Overseeing the junior varsity program. Planning training sessions, coaching the team at home and away matches and working with the head coach to oversee a budget.
- Monitor academic progress and eligibility within the team when necessary.
- Analyze and help educate on the fundamentals, skills and strategies of the sport.
- Plan, organize, conduct, and evaluate practice sessions along with developing, implementing, and evaluating game plans, tactics, and statistics relevant to competitive w. soccer.
- Assist with coordinating official and unofficial visits with student athletes on the team, written correspondence, and telephone communications when necessary.
- Assist Head Coach in the preparation of competitive team schedule, participate in public relations/media activities, and fundraising initiatives.
- Oversee administrative processes and procedures as assigned. Ensure compliance with all Grace student life, NAIA policies and Grace College policies & procedures.

Performance Areas:

A. Job Effectiveness (Competence)

1. Knowledge: Demonstrates job knowledge, understands how his/her work relates to the department and organization. Possess knowledge of all tools, equipment and resources most useful to the position.
2. Organization: Plans and organizes work, demonstrates dependability and good attendance, makes effective decisions, effective problem solving/demonstrates good judgment, handles multiple tasks simultaneously.
3. Results: Achieves needed results, takes responsibility, and communicates adequately and effectively.

B. People Matter (Character)

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1. Interpersonal Skills: Shows respect for others, actively builds trust, demonstrates honesty/fairness. Maintains appropriate levels of confidentiality. Gives credit to others, routinely expresses positive feedback and gratitude, understands others' perspectives, supports diversity and understands related issues.
2. Teamwork/ Conflict Resolution: Actively applies teamwork principles, supports the goals of others. Keeps short accounts, seeks productive means for resolving conflicts, shows loyalty to those not present, and avoids backbiting and gossip.

C. Organizational Success (Service)

1. Customer & Organizational Orientation: Makes student needs a priority, treats students with respect, and displays mission-mindedness. Shows support and respect for the institution, management, policies and procedures, and the community lifestyle statement.
2. Continuous Learning: Actively develops job related knowledge & skills and increases knowledge about the organization, flexible/adaptable to change, demonstrates creativity/innovation in work.

Qualifications:

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.

Institution Qualifications:

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 Qualifications:

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. 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.

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Special Working Conditions:

Weekend and evening work expected both during and out of the main athletic season, along with potential summer camp work/assistance to the coaching staff.