



**NOTRE DAME COLLEGE
JOB OPPORTUNITY**

TITLE: Head Men's & Women's Golf Coach/Assistant to the Athletic Director

REPORTS TO: Director of Athletics

SUPERVISES: Assistant Coach (part time)

CLASSIFICATION: Full-Time Exempt

The head coach of Men's & Women's Golf is responsible for directing and administrating all aspects of the Golf programs including, but not limited to, practice preparation, recruiting qualified student-athletes, monitoring the academic progress of student-athletes, scheduling, budget management, equipment purchase, supervision of assistant coaches, and demonstrated commitment to compliance with institutional, conference and NCAA rules. Candidate must also have interpersonal skills to work effectively within a culturally diverse community.

The Assistant to the Athletic Director is responsible for providing direct support and assistance to the Athletic Director in the operations of the Athletic Department including, but not limited to, game-day management, administrative duties, special projects, and demonstrated commitment to compliance with institutional, conference and NCAA rules. Candidate must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

QUALIFICATIONS:

- Bachelor's degree required. Masters degree in Coaching, Sport/Athletic Management, Student Personnel Administration, Higher Education, Education, or other closely related field desired.
- 1 to 3 years experience in coaching and/or athletic administration.
- Demonstrated knowledge of collegiate golf and the proven ability to compete successfully on the NCAA Division II level.
- Budgeting, planning and computer skills with specific proficiency in Word and Excel.
- Possession of, or the ability to obtain, a valid Ohio Driver's License, and the ability to demonstrate an acceptable driving record
- Competent oral and written communication skills.
- Demonstrated knowledge and ability to work within the framework of Notre Dame College policies Mountain East Conference (MEC) regulations, and NCAA Division II philosophy and rules.
- Ability to maintain valid and annual certifications in: NCAA Recruiting Rules Test, CPR/AED, and First Aid.
- Ability to work extended hours including evenings and weekends.
- Demonstrated successful administrative and supervisory experience.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to work effectively with a culturally diverse community and build relationships with faculty, staff, board members, external partners and donors.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion and be adaptable to various competing demands.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Visionary who actively seeks opportunities and proposes solutions.
- Ability to significantly travel for practices, competition, recruiting, and conferences.
- Ability to be in a physically active sporting environment requiring the ability to participate in all facets of training and competition of college athletic teams and to lift, move, push equipment and furniture.

To be considered for this position please submit a cover letter, resume and salary requirements to: careers@ndc.edu.