MARIAN UNIVERSITY

POSITION TITLE: Assistant Coach, Women's Hockey

FTE: 1.0 (40 hrs./week; 12-months)

DEPARTMENT: Athletics

REPORTS TO: Director of Athletics

FLSA: Exempt

This position promotes and supports the learning experience of Marian University students by assisting the Head Coach in all phases of our NCAA Division III Women's Hockey program within compliance of Marian University, Northern Collegiate Hockey Association, and NCAA rules and regulations.

ESSENTIAL FUNCTIONS:

1. In Cooperation with the Head Women's Hockey Coach, the Assistant Women's Hockey Coach will develop and maintain a system to identify prospective student-athletes, working closely with area high school and club coaches to recruit quality student-athletes
2. Maintain and build the roster levels to the heights that are discussed and set by the Director of Athletics and Head Women's Hockey Coach
3. Assist in retaining current student-athletes
4. Adhere to all Department, University, Northern Collegiate Hockey Association, and NCAA rules and regulations
5. Assist in practice preparation
6. Assist the Head Coach with all game day responsibilities
7. Assist in monitoring student-athletes academic progress
8. Assist with all phases of Marian Hockey Camps
9. Assist in Athletic fundraising campaigns
10. Assist in scouting future opponents
11. Assist in continuing a quality relationship with the Blue Line Hockey Clubs; including the coaches, players, and all of its members

12. Serves as a role model for the student athletes by exhibiting ethical and professional conduct at all time
13. Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
14. Additional significant duties will be assigned (based on qualifications and departmental need)

OTHER RESPONSIBILITIES:

1. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE, and SKILLS REQUIRED:

1. Bachelor's degree in a related field. Previous collegiate playing or coaching required.
2. Candidate must demonstrate knowledge of NCAA Division III philosophy, recruitment, rules and regulations.
3. Must have willingness to work nights and weekends.
4. Candidate must demonstrate great organizational skills in addition to writing and typing skills, interpersonal skills, and superior leadership skills.
5. Valid driver's license is required.
6. There must be willingness to support the Mission and Core Values of the University.

To apply, please submit a cover letter, resume, and name, address and telephone number of three references to muapplicants@marianuniversity.edu. Please use 'Assistant Coach, Women's Hockey' in the subject line of the email.

Applications received by May 28th, 2025, will receive full consideration. Review of applications will continue, thereafter, until the position is filled.

Transforming lives through academic excellence, innovation and leadership. Marian University is a community committed to learning, dedicated to service and social justice, and joined together by spiritual traditions.

EOE/Minorities/Females/Vet/Disabled

Any offer of employment will be contingent upon the receipt of criminal background and reference check information; and the determination that the candidate remains eligible and suitable for employment.