

GRADUATE ASSISTANT – MEN’S ICE HOCKEY



WHY POST?

Post University is a legendary, dynamic, growth-oriented organization of passionate, diverse professionals united in pursuit of life-changing service to countless students. Our “Make It Personal” mission is the driving tenet shaping how we treat students and each other. Post University’s success story is well-positioned to be second to none.

For more than 130 years, Post University has been dedicated to student success, serving thousands of learners across our online, main campus, undergraduate, and graduate programs. We value diverse experiences and perspectives and seek individuals who are passionate about contributing to a collaborative and student-focused community.

Due to Post-specific operational and administrative considerations, the position is not approved to be performed in Alaska, California, Hawaii, or New York. Candidates must be physically located and perform their work from an approved state.

JOB SUMMARY:

The Graduate Assistant assists in planning and directing training of student athletes and assesses individuals' abilities and skill level to determine appropriate team position. Assists players in reaching highest athletic potential possible through athletic training and leadership skills. Must be familiar with NCAA rules and regulations. Familiar with standard concepts, practices, and procedures within the sport of ice hockey. Rely on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Successful candidate must be accepted into a graduate program or certificate.

ESSENTIAL FUNCTIONS:

The primary duties and responsibilities include, but are not limited to the following:

- Assist the head coach in monitoring the strength and conditioning programs
- Assist the head coach with on and off-court coaching of the team, including practices planning and implementation, individual and team coaching, and other coaching duties as assigned.
- Primary responsibility – coaching /recruiting/mentoring
- Assist the head coach with the academic support of current student-athletes, including study hall monitoring, individual academic monitoring and meetings, class checking and other duties as assigned.
- Assist the head coach with on and off campus recruiting activities, including prospect evaluation, database management, correspondence, phone calls and other duties.
- Provide input in the evaluation and improvement of our student-athletes.
- Pass NCAA recruiting certification test.
- Assist the head coach with scouting opponents.

- Assist the head coach with planning all aspects of team travel within budgetary limitations.
- Assist the head coach with planning events for fundraising and other special functions within the framework of the overall athletic department fundraising and development program.
- Successful candidate must be committed to the academic success of student-athletes and be committed to their personal growth and social development.
- Additional duties will be assigned within the Athletics Department and at the discretion of the Director of Athletics

KNOWLEDGE, SKILLS & ABILITIES:

- Bachelor's degree.
- Collegiate coaching and/or playing experience.
- Familiarity with Microsoft Office and video editing.
- Proven leadership ability.
- Must possess ability to establish and maintain effective working relationships with staff, student-athletes and potential recruits and their families.
- Excellent communication, written and oral skills
- Demonstrated commitment to NCAA Division II guidelines and regulations.

Eligible candidates must possess a clean driving record. Post University uses MVR reports as part of our pre-employment screening process.

Post University is an Equal Opportunity Employer.

Interested candidates should apply at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=c5c0e206-fe6c-4bd3-bf04-2bc56cfc5ded&ccId=19000101_000001&jobId=636510&source=CC2&lang=en_US