

Women's Golf Assistant Coach- Graduate Assistant

This position is: OPEN

Job Number: 479 **Posted:** 5/17/2021 **Revised:** **Location:** St. Davids -- **Posting Type:** Staff

Position Summary

The position of Graduate Assistant coach is a part- time position renewable on the recommendation of the Director of Men's and Women's Golf and the Athletics Department. The graduate assistant coach will work in concert with the Director of Men's and Women's Golf while aligning with Eastern University's core values of **FAITH, REASON** and **JUSTICE**. The Graduate Assistant will work tirelessly to recruit, coach, teach, and form relationships with our student-athletes during their time on campus. Will also assist with planning prospective student-athlete's campus visits. Included with the position: Athletic coaches tuition remission program eligibility, compensation and meal plan.

Responsibilities

- Demonstrate commitment to the NCAA Division III philosophy and the student-athlete experience.
- Monitor and adhere to Eastern University, Title IX, NCAA and MAC policies, procedures and guidelines
- Treat each member of the campus community with fairness, dignity and respect while seeking a spirit of unity and harmony as we join to achieve our common mission.
- Assist Volunteer Assistant coach in all aspects of coaching including practice planning, film breakdown, holding individual skill sessions, etc.
- Recruit student athletes who embody Eastern's core mission and values. See Additional Responsibilities for more specific recruiting responsibilities
- Game day management: Overseeing warmup, provide positive input to SA on course during competition.
- Engage in fundraising opportunities both on and off campus for the betterment of the Men's and Women's Golf team, Athletics Department and University as a whole.
- Work together with members of the athletic department staff and the student athletes on campus.
- Display creativity for our social media platforms.
- Oversee team study hall hours as established by the Director of Operations for Golf

Qualifications

- A Bachelor's degree is required, with interest in pursuing a Master's degree at Eastern University.
- Must have competed in collegiate golf at Division 1, 2 or 3 level
- Excellent interpersonal and organization skills and an ability to effectively communicate the mission and vision of Eastern University and the Athletic Department to alumni and friends of the university.
- Demonstrate knowledge in NCAA DIII rules along with the MAC Conference.
- The ability, and desire, to work successfully within a team-oriented department environment is required.
- A commitment to the Division III philosophy of athletics, and a working knowledge of NCAA rules
- Must take and pass NCAA Division III Recruiting exam
- Ability to recruit including but not limited to building and maintaining a recruiting database, establishing and maintaining contact with recruits via phone, text email or in person, attending recruiting events in the Fall, Spring and Summer. (Specific goals and schedule to be set by Director of Operations for Golf)
- Must pass all required security and background checks
- Attend orientation week for Title IX and Bystander Intervention trainings
- Additional duties as required by Game Management team

About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.