

# Men's and Women's Track and Field Graduate Assistant- Throws

This position is: OPEN

**Job Number:** 497 **Posted:** 7/17/2021 **Revised:** **Location:** St. Davids -- **Posting Type:** Staff

## Position Summary

The Track and Field Assistant will assist with all aspects of the program and support the Head Coach both on and off the track. The Throws Assistant will work directly with the Head Coach in the planning and implementation of practice planning in the throws area. Will also 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. Ability to engage in fundraising opportunities both on and off campus for the betterment of the team and University. Included with the position: Athletic coach tuition remission program eligibility, compensation and meal plan.

## Responsibilities

### Position Responsibilities

- Program with the Head Coach all practice plans and individual instruction for the Throws event area for the entire year.
- Recruit student athletes who embody Eastern's core mission and values.
- Able to communicate well with peers and Head Coach.
- Assists with fundraising, prospective student athlete's campus visits, official visit, and team bonding activities.
- Demonstrates commitment to the NCAA Division III philosophy and the student-athlete experience.
- Ability to work together with members of the athletic department staff and the student athletes on campus.
- Assist in the creativity for our social media platforms.
- Embodies values of caring and compassion, justice and integrity, competence, and affirmation.
- Seeks to treat each member of the campus community with fairness, dignity and respect seeking a spirit of unity and harmony as we join to achieve our common mission.
- Monitor and adhere to Eastern University, Title IX, NCAA and MAC policies, procedures, and guidelines

## Qualifications

A Bachelor's degree is required, with interest in pursuing a Master's degree at Eastern University. Demonstrate knowledge in NCAA DIII rules along with the MAC Conference. Ability to use photo shop.

The ability, and desire, to work successfully within a team-oriented department environment is required. A commitment to the Division III philosophy of athletics, a working knowledge of NCAA rules, and a demonstrated ability to recruit, retain and mentor student-athletes is essential. Candidates must exhibit an understanding of, and support for, the University's Christian Mission. Additional qualifications include 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.

## 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.