

Job Opening

Position: **Assistant to the Athletic Director/Assistant Coach**
40 hours, 10 month
Two year grant funded position

Funded by NCAA Ethnic Minority and Women's Internship Grant

Houghton College is an academically rigorous Christian College of the liberal arts and sciences located in scenic, rural Western New York. We compete in the highly respected Empire 8 Conference of the NCAA D-III and are seeking applicants for the position of Assistant to the Athletic Director/Assistant Coach. This position, funded through the NCAA Division III Ethnic Minority and Women's Internship Grant Program, is a two year full-time, 10 month position for the 2017-2018 and 2018-2019 academic years only.

The position is designed for candidates who desire a career in athletics administration and will provide broad experience including: home game event management; sports information and marketing; compliance; and diversity programming. In addition, the candidate will be expected to serve as an assistant coach for one sport, which will include one of the following: men's lacrosse, women's lacrosse, softball, baseball, or track and field.

The successful applicant will possess a demonstrated commitment to sports ministry and the ability to effectively communicate that vision. A Bachelor's degree is required. The candidate must have strong interpersonal, writing, and communication skills, and demonstrated skills with computer technologies. Experience and knowledge of sports statistical software (Stat Crew), photography and video editing, and graphic design are a plus, but not necessary. Playing experience at the collegiate level and/or coaching experience is required.

The applicant must identify as an ethnic minority and/or woman. For the purposes of the grant, racial ethnic minorities are described pursuant to the Federal guidelines of the Office of Management and Budget (OMB).

Interested candidates must submit a cover letter, current resume and names of three references.

Houghton is an affirmative action/equal opportunity employer.

Salary: \$23,660 annually, housing and health insurance provided, plus \$3,000 in professional development funding during each year of the internship.

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

- (1) Cover Letter
- (2) Resume
- (3) 3 References

(4) Answers to the following questions:

Please review Houghton College's Community Covenant and Doctrinal Statement available here:

<http://www.houghton.edu/community-covenant/>

<http://www.houghton.edu/spiritual-life/doctrinal-statement/>

1. Please provide a brief description of your faith journey, including the nature of your current participation in a local church or fellowship.
2. What motivates you to seek employment with an institution that strives to work together in the manner described in the community covenant?
3. Do you have any questions or concerns regarding either the doctrinal statement or community covenant?

(Application materials will only be accepted via email) Phone inquiries will not be accepted. Review of applications will begin immediately and continue until the position is filled. Transcripts may be required before a final hiring decision is made.

This internship is intended to promote ethnic minorities and women in intercollegiate athletics. Opportunities for professional development and mentoring are included as a part of the internship package. A mandatory orientation at the NCAA National Office will occur on July 27-28, 2017.