Position Title: Graduate Assistant, Track & Field – Houghton College

Department: Athletics

Reports To: Head Track & Field Coach

Supervises: Track & Field Athletes

Position Summary: Under the supervision of the Head Track & Field Coach, the graduate assistant will perform duties related to the Track & Field Program and serve as an active member of the Track & Field Coaching staff. This is a two year commitment that runs from approximately August 4th – May 30 each of the two years.

Education Required: Bachelor’s degree, pursuing graduate degree in Higher Education Administration; current enrollment in Graduate Program in Higher Education at Messiah College.

Experience Required: 4 years of intercollegiate playing experience preferred.

Skills, Characteristics Required for Position:

- Excellent organizational, time management and independent thinking skills
- Ability and willingness to follow through with assisting athletes
- Demonstrated commitment to the programs overall success
- Knowledge of Track & Field and possesses the ability to communicate in practice, game and recruiting situations.
- Excellent people skills with demonstrable evidence of the ability to work with individuals of varying educational, financial and cultural backgrounds
- Excellent verbal, listening, written, judgment and interpersonal skills
- Strong organizational and planning skills that reflect timeliness, the ability to prioritize projects and intentional follow up
- Ability to work effectively with a wide range of campus constituents
- Christian faith commitment required

Special Working Conditions: Weekend and evening work as priorities demand.

Primary Duties:

- Assist coaching staff in developing practice, game, and individual workout plans.
- Assist in the recruitment of new potential athletes.
- Participate in all Track & Field related team activities as directed by the head coach.
- Provide opportunities for spiritual growth and formation, including such activities as team devotions, individual discipleship and mentoring.
- Counsel team members in academic, disciplinary and personal matters; consult with Head Coach for resolution of problems as necessary.
- Assist in preparation and analysis of opponents; analyze statistics and tactical data of opponents and prepare game plans accordingly.
- Assist in the implementation of innovations of strategy and equipment.
- Perform other related duties incidental to the work described herein.
- Other duties as assigned.
Houghton College is fully committed to a culturally diverse faculty, staff and student body. Successful candidates will evidence similar commitments.

*Please note: This position is in cooperation with Messiah College and contingent upon enrollment in a Graduate Program in Higher Education at Messiah College.

**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?