



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

814-824-2000
800-825-1926

mercyhurst.edu

Track and Field Head Coach – Men’s and Women’s

Department: Track and Field
Reports To: Director of Athletics
Full/Part Time: Full-Time
Classification: Administrative
Closes: *Open Until Filled*

SUMMARY

Mercyhurst University is seeking a qualified individual to lead our inaugural NCAA DI Men’s and Women’s track and field program. This is a 12-month appointment with full health and retirement benefits. Responsibilities will include administering all phases of an intercollegiate track and field program. Candidates must be a team player and demonstrate a proven success in competing and/or coaching at the collegiate or equivalent high level.

Mercyhurst University places a special emphasis on the teaching component of coaching positions. Participation in sport at Mercyhurst builds on the important lessons students learn in the classroom. Mercyhurst views athletics as an extension and important part of the education and teaching mission of the University. Student-athletes are learning teamwork, ethics, discipline, and skill sets that will enhance their ability to succeed after leaving the University.

The “teaching” of one’s sport and the related lessons that accompany participation in athletics are the primary and central functions of each coaching position at Mercyhurst University.

DUTIES AND RESPONSIBILITIES

- Advanced knowledge of throws, jumps, distance, sprints, and hurdles that has been acquired by significant experience coaching or playing in a post-secondary environment of commensurate experience.
- Ensure that all relevant Mercyhurst University and NCAA rules and regulations are followed. Including, but not limited to, student-athlete eligibility, recruiting, financial aid, scheduling, and academic progress. Ensure compliance with Mercyhurst University, and NCAA rules by student athletes and sport related staff.
- Promote academic excellence, integrity, and graduation. Monitor academic progress, academic meetings, class scheduling and attendance.

- Teach fundamental skills and techniques, while preparing, leading, and executing practice and competition plans for both indoor and outdoor seasons.
- Prepare, manage, and maximize program operating budget with established fundraising goals.
- Provide leadership and instruction in the personal and athletic development of student-athletes.
- Direct and manage the Track and Field program recruiting efforts of prospective student athletes to include the following: maintain a database, host on campus visits, initiate and respond to phone calls, emails, and mailings.
- Select, supervise, and evaluate the performance of assistant coaches.
- Order and maintain appropriate uniforms, equipment, and supplies.
- Team travel management: including accommodation, meals, and the transportation of equipment to meets.
- Plan, promote, and conduct camps, clinics, and/or lessons.
- Establish a positive relationship with the media.
- Establish, maintain and be responsive to community and programmatic contacts.
- Develop meaningful relationships with prospective, current, and former student athletes.
- Participate in fundraising, community service and engagement programs, assigned and/or coordinated by the Department of Athletics.
- Lead efforts to enhance the overall student athlete experience.
- Seek out and take advantage of opportunities to serve on sport related committees.
- Perform other related duties incidental to the work described herein.

EDUCATION AND EXPERIENCE

Minimum requirements:

- Bachelor's degree.
- Three years of relevant sport coaching.
- Knowledge and understanding of NCAA rules and regulations.

Preferred requirements:

- Master's degree.
- USATF Level 2 Certification, Level 3 is a plus.
- Experience at the collegiate level or higher.
- Exceptional leadership skills.
- Proven ability to work effectively in a diverse community.
- Excellent oral and written communication and interpersonal skills.
- Strong desire and ability to successfully recruit.
- Ability to handle and maintain confidential information.
- Strong follow-through skills, as well as the ability to plan, organize, and control projects through to completion.
- Ability to perform the essential functions of the position with or without accommodations.

SKILLS AND ABILITIES

- Ability to work evening and weekend hours.
- Must have a valid driver's license with clean driving record.
- Candidate must be eligible to work in the United States.
- Act 153 clearances are required.

WORK CONDITIONS

Position involves both inside sedentary work and active work on the track and in the field coaching and training with student athletes.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University 501
East 38th Street Erie, PA
16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.