

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Head Coach / Admissions Counselor

POSITION OVERVIEW

This position is a full-time, 12-month, benefited position under the dual supervision of the Director of Athletics and the Director of Admissions. The employee serves as the head coach of a varsity athletic team and runs this athletic program in accordance with Maine Maritime Academy, North Atlantic Conference, and NCAA rules, regulations and policies. The employee must be committed to promoting academic and athletic achievement in a way that is fully aligned with the mission of Maine Maritime Academy Athletics and the NCAA Division III philosophy. This position is responsible for multiple aspects of the admissions and recruitment process. This is an exempt staff union position.

DUTIES

Coaching

- Serve as the Head Coach of a varsity program responsible for teaching and training student athletes
- Conduct high-quality teaching in a humane learning environment
- Organize and direct all aspects of a successful and competitive NCAA Division III Program
- Monitor and promote the academic and personal growth of student-athletes
- Ensure safety of all team members and coaches is the top priority at all times
- Develop and manage program's budget
- Operate program in a manner consistent with NCAA and NAC bylaws
- Develop and maintains alumni support for the program
- Supervise assistant coaches / interns
- Serve as the advisor to the Student-Athlete Advisory Committee
- Recruit and retain roster of student-athletes

Admissions

- Represent the Academy both on and off-campus events and programs
- Develop a prospect management plan to meet enrollment goals
- Meet with and counsel prospective students and families, both individually and in group sessions
- Responsible for the development, transmission, and response to targeted and general email campaigns and the collection and maintenance of e-mail database
- Conduct MMA tours for potential students and parents and may supervise student employees serving as admissions tour guides
- Travel to high schools and college fairs representing the Academy to meet with students, parents, school counselors and alumni
- Review admission files and recommend admission decision
- Plan and execute a travel plan in designated geographic areas
- Develop and maintain close working relationships with key secondary school constituents
- Develop and monitor statistical reports to enhance recruitment strategies, yield management, forecasting, and operational efficiency
- Other duties as assigned

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related

additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Demonstrated commitment to student success and ability to recruit, train, and evaluate students
- Excellent organizational and project management skills
- Ability to prioritize and to handle competing multiple projects
- Excellent written, verbal and interpersonal skills required; ability to interact with all levels of staff including management
- Professionalism and strong customer service skills
- Ability to work in a student-oriented training environment
- Ability to work with and support adolescents and young adults
- Able to work both independently and collaboratively
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required
- Computer proficiency/Knowledge of Windows Microsoft Office Suite

REQUIREMENTS

- Minimum of Bachelor's degree required
- Knowledge of NCAA rules and regulations
- Coaching background with an emphasis on skill development and leadership
- Strong interpersonal and communications skills (both written and oral)
- Presentation and public speaking experience
- Sales/marketing skills
- Energetic, flexible and willing to work evenings and weekends
- Valid driver's license is required

PHYSICAL REQUIREMENTS

- Occasional long hours/days and weeks, irregular schedule
- Frequent travel
- Exposure to the elements coordinating outdoor activities
- Walking across rough or uneven surfaces or playing fields
- In carrying Admissions material may exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force to move objects.
- Requires occasional lifting, stooping, kneeling, crouching
- Ability to walk the length of the campus several times during a day and to provide tours of the Training Ship State of Maine, which includes walking on inclines, through narrow passageways and climbing stairs.