

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Football Offensive Coordinator / Admissions Counselor

POSITION OVERVIEW

This position is a full-time, 12-month, benefited union staff position under the supervision of the Head Football Coach and Director of Admissions. The employee serves as the coach of a varsity sport and runs his or her athletic program in accordance with Maine Maritime Academy, New England Men's and Women's Athletic Conference and NCAA rules, regulations and policies. The employee must be committed to promoting academic and athletic achievement in a way that is fully integrated with the mission and vision of Maine Maritime Academy and the NCAA Division III philosophy.

This position is responsible for assisting with all aspects of the admissions and recruitment process. In addition, s/he is responsible for the internal department management of admissions print publications, advertising, and marketing efforts in coordination with the director of marketing.

COACHING DUTIES

- Serve as the coach of a varsity program responsible for organizing and directing all aspects of a successful and competitive NCAA Division III Program
- Recruit and retain roster of student-athletes
- Conduct high-quality teaching in a humane learning environment
- Monitor and promote the academic and personal growth of student-athletes
- 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

ADMISSIONS DUTIES

- Develop a prospect management plan
- Meet with and counsel prospective students and families
- Responsible for the development, transmission, and response to targeted and general email campaigns and the collection and maintenance of e-mail database
- May supervise student employees serving as admissions tour guides
- Conduct MMA tours for potential students and parents
- Travel to high schools and college fairs to meet with students, parents, school counselors and alumni
- Meet with candidates for admission and conduct group information sessions, both on and off campus
- Review admission files and recommend admission decision;
- Plan and conduct appropriate follow-up activities off-campus for prospects, parents, school counselors and alumni to meet enrollment goals
- Represent the Academy at on and off-campus events and programs
- Plan and execute a travel plan in designated geographic areas
- Speak publicly to individuals, groups on and off campus
- 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

- Excellent organization skills
- Strong attention to detail
- 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
- Strong customer service skills
- Ability to work in a student-oriented training environment
- Ability to inspire and motivate
- The ability to establish strong and effective personal and professional relationships
- Flexibility, initiative, and the ability to work independently as well as part of a team
- Ability to work with and support adolescents and young adults
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required
- Adept at learning and using software programs

REQUIREMENTS

- Minimum of Bachelor's degree required, Master's degree preferred.
- College-level playing experience in relevant sport
- A minimum of 3years prior experience coaching at collegiate level
- Must have (or obtain within 30 days of hire) AED / CPR / First Aid Certification.
- Computer proficiency/knowledge of Windows Microsoft Office Suite
- Energetic, flexible and willing to work evenings and weekends.
- Team-oriented
- Ability to communicate effectively and professionally in person and in writing
- Public speaking experience
- Valid driver's license is required
- Background check required

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include Alumni, Parents, Students and various external and internal constituencies
- This job requires the capacity to travel, work long hours, evenings and several weekends as necessary
- Occasionally lift, push and move up to 30 pounds
- Exposure to the elements during regularly scheduled outdoor activities
- Requires occasional lifting, stooping, kneeling, crouching
- The duties require moderate to active physical activity.

Maine Maritime Academy Position Factor Evaluation

Job Title: Admissions/Coach Job Code:

Wage Grade: 20 Total Points: 474

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	6	216
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	4	40
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	2	16
	III. Sensitive Information and Records	1	8
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	6	48

Date of last reclassification 05/2017