

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Head Men's Lacrosse Coach / Athletic Communications Assistant

POSITION OVERVIEW

This position is a full-time, 12-month, benefited union staff position under the supervision of the Director of Athletics. This position serves as the head coach of the men's lacrosse 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. The employee will also assist the Athletic Communications Coordinator with general coverage of athletics events during the fall semester.

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

ATHLETIC COMMUNICATIONS DUTIES

- Assists with promotion of athletic teams in a manner that is consistent with institutional communications and branding strategy, using thoughtful and effective outreach to elevate the Academy's profile and stature.
- Assists with management of the official athletic website, athletic social media platforms, and web streaming portal.
- Supervises student staff responsible for the compilation of statistical information and web-streaming for home contests for assigned sports.
- Assists with ensuring that accurate information is available to the public in a timely manner.

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
- Knowledge of office practices and procedures
- 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.
- Required to manipulate keyboard.
- Requires sustained use of computer monitor.