

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **Assistant Women's Lacrosse Coach / Student Athlete Affairs**

### **POSITION OVERVIEW**

The employee serves as the assistant coach of the women's lacrosse team. This position is responsible for assisting the Head Women's Lacrosse Coach with coaching, recruiting and on-campus visit planning, game and practice planning, minor administrative tasks, and monitoring student-athlete academic performance.

### **COACHING DUTIES**

- Assist with teaching and coaching during practices and games.
- Assist with all practice planning and game planning.
- Assist with academic monitoring and the personal development of student-athletes.
- Assist with evaluation and recruitment of academically qualified and highly skilled student-athletes.
- Contribute to building a positive team culture.
- Other duties as assigned.

### **STUDENT-ATHLETE AFFAIRS DUTIES**

Specific duties include, but are not limited to:

- Supports the mission of the Center for Student Success
- Counsels students on academic matters
- Monitors the academic progress of student-athletes
- Assists Compliance Coordinator with the evaluation and certification of student-athletes' NCAA initial, continuing and transfer eligibility
- Facilitates and recommends tutoring for students
- Serves as department's liaison with Career Services Office
- Represents department at Academic Chairs and on Academic Board

*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**

- Bachelor's degree from four-year college or university. Master's degree or experience as a guidance counselor or teacher preferred.
- Proven willingness and ability to work collegially and within a team.
- Proven ability to work effectively with a diverse population and to display a genuine interest in the community of the school
- College-level playing experience in the relevant sport preferred
- Knowledge of NCAA rules and regulations required.
- Outstanding verbal communication and leadership skills and be able to work effectively with student-athletes, coaches, administrators and staff.
- Outstanding work ethic, as well as a high level of demonstrated initiative, self-direction, and self-confidence.
- 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
- 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.

# Maine Maritime Academy Position Factor Evaluation

Job Title: Assistant Women's Lacrosse  
Coach / Student Athlete  
Affairs

Job Code:

Wage Grade: 17 Total Points: 422

	<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	1	8
4	Responsibility for Others		
	I. Injury to Others	3	24
	II. Supervisory Responsibility	1	8
	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 09/2021