ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:  Assistant Men’s and Women’s Swim Coach (Full-time)

DEPARTMENT:  Athletics, Rose Hill

RESPONSIBILITIES:

- Assist in the coaching, teaching, instructing and planning of all practices and meets.
- Coach, teach, and instruct individual skill development to student-athletes.
- Assist in the recruiting of quality student-athletes within the University, Atlantic 10 and NCAA policies.
- Attend all practices, home and away meets.
- Assist the head coach with the administrative operations of the swim program as needed.
- Fully comply with all University policies and procedures, NCAA, and Atlantic 10 rules and regulations.
- Attend fund raising events upon request to support the program.
- Promote program through social media.
- Assist the head coach in aquatics/lifeguard supervision.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor’s Degree preferred.
- Minimum of 2-4 years coaching experience required.
- Strong interpersonal, organizational and written/oral communication skills.
- Understanding and knowledge of NCAA rules and regulations.
- Working knowledge of Microsoft Word and Excel, Google Docs, and proficient in social media.

SALARY:  Commensurate with experience

FLSA CATEGORY:  Exempt

START DATE:  ASAP

SEND LETTER AND RESUME TO:  Steve Potsklan
Fordham University Athletic Department
441 East Fordham Rd., Bronx, NY 10458
potsklan@fordham.edu

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