



## HEAD COACH WOMEN'S LACROSSE

### *Athletics*

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#### **POSITION SUMMARY**

Coordinate and manage all aspects of the Occidental College Lacrosse program, including serving as a primary contributor to college initiatives around enrollment.

#### **SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Demonstrate strong leadership skills
- Operate with an intention of leading a program that adds value to the overall experience at a small liberal arts college for all student-athletes on the roster
- Develop a thorough understanding of the college's admission and financial aid process
- Strategically allocate recruitment resources
- Orchestrate a prospect communication plan via telephone, mail, or electronic correspondence for all stages of recruitment of the lacrosse program
- Track recruiting process regularly
- Oversee a customized approach to prospective student-athlete and parent visits, including class visits, faculty meetings, career center meetings and other administrative meetings as needed
- Seek opportunities to engage with internal and external campus constituents (including alumni)
- Plan and execute strategy for all aspects of the lacrosse program
- Organize and facilitate all in-season and non-traditional season lacrosse practices and matches
- Supervise and mentor a staff of assistant coaches
- Oversight of allocated lacrosse operating budget
- Perform additional duties as assigned; duties, responsibilities, and activities may change at any time with or without notice – though all Oxy head coaches have some additional duties
- Provide support and encouragement to student athletes, including academic counseling and advising or seeking the appropriate personnel to provide the needed support
- Monitor academic progress of athletes
- Retain talented athletes
- Understand and follow NCAA rules, compliance and laws
- Ensure safety and well-being of student athletes
- Serve as an effective role model for college-age students
- Collaborate effectively with other athletic department team members

#### **QUALIFICATIONS**

- Bachelor's degree or the equivalent in education and experience, Master's degree in related field preferred
- A minimum of five years coaching experience
- Previous experience coaching and/or competing at the collegiate level is strongly desired
- Committed to the values of a liberal arts education
- Strong attention to detail and a commitment to delivering
- Must be organized, take initiative, and utilize strong time management skills
- Proven ability to thrive in a fast-paced environment
- Ability to travel for competition and recruitment in and out of state
- Strong positive communication and interpersonal skills with all levels
- Excellent oral and written communication skills
- Ability to excel as a member of a diverse community

### **APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to **resumes@oxy.edu**.

*As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.*

*We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.*