



## **Assistant Coach of Men's and Women's Cross Country and Track & Field (Full-time)**

### **About St. Francis College:**

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is one of the most diverse in New York City and the nation: 28% of students identify as Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

**Job Summary:** Reporting to the College's Head Track and Field Coach/Intermurals Director (the "Head Coach"), the Assistant Coach of Men's and Women's Cross Country and Track and Field assists with the direction and administrative oversight of the intercollegiate men's and women's cross country and track and field program. Responsibilities include ensuring successful athletic performance, recruitment and retention of student-athletes.

### **Duties and Responsibilities:**

- Provides the necessary leadership for a positive competitive environment for student-athletes.
- Assists with in-season physical and mental preparation of student-athletes.
- Organizes team meetings for distribution of athletic information and sports information forms, NCAA student-athlete statements, drug policy, etc.
- Maintains regular contact with the Head Coach regarding transportation, field/track preparation and conditioning, budgeting and meet preparation.
- Responsible for team travel arrangements and funds for travel.
- Confirms the status and health of student-athletes with training room staff.
- Provides for academic support and retention for student-athletes
- Monitors academic progress of Student Athletes, understanding that academics are the first priority.
- Assures compliance with NCAA and North East Conference rules and regulations
- Communicates regularly with the Head Coach concerning admissions, eligibility, recruiting and any other procedures relating to the sport.
- Assists the Head Coach with maintaining team roster and reports changes throughout the season to Head Coach.
- Performs all other duties as assigned.

### **Qualifications, Requirements and Skills:**

- Bachelors' degree.
- 1-2 years of experience coaching runners at the college level.
- Evidence of sound organizational and communication skills.
- Possess and maintain knowledge of, and compliance with, NCAA, North East Conference, and Athletic Department rules and regulations.
- Possess and maintain a valid driver's license and meet the requirements for insurability under St. Francis College's policy.
- Working knowledge of personal computer applications (Microsoft Office, email).
- Possess and maintain a philosophy of coaching and education consistent with the mission of St. Francis College and the mission of St. Francis Athletics.
- Ability to interact and represent St. Francis well with a diverse constituency of students, faculty, and alumni.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

**St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.**

Interested applicants can apply by clicking [here](#).