



Posting Date: April, 2018

**Position:** Head Tennis Coach

**Department:** Athletics **Hours per Week:** Part-time/Seasonal

### **Primary Duties and Responsibilities**

*The following information is not meant to be all-inclusive.  
Other duties and responsibilities may be assigned as necessary.*

Operate an effective program based on integrity and focused on student-athlete welfare. Assure that the athletic activities are conducted in accordance with Alverno College, Northern Athletics Collegiate Conference and NCAA policies. Supervise all aspects of the sport. Schedule, attend and plan all practices, matches, and special events. Develop players' skill level and increase their knowledge of the game. Evaluate talent, contact prospects, and recruit new student-athletes to Alverno College by working with Admissions. Attend all Conference and Departmental meetings. Maintain a positive relationship with student-athletes, staff, faculty, volunteers, and fans. Stay involved with scheduling, promotional and fundraising activities as well as office management. Supervise the Assistant Coach. Maintain positive professional relationships with other colleges, professional peers and organizations to remain current in trends particular to sport and further develop areas of responsibility.

### **Qualifications**

Significant experience organizing and supervising a sports program is required. Requires previous coaching and/or playing experience to indicate substantial knowledge of technical aspects of the sport including knowledge of NCAA regulations. Strong communication skills with faculty, staff, students, coaches, officials and the general public. Must have demonstrated leadership abilities and an understanding of student development, including the ability to balance student needs and take on an institutional perspective. Requires the ability to work in a team setting and work effectively with a variety of audiences and departments. Requires strong organizational skills and the ability to multi-task and prioritize. Must be able to work evenings and weekends as necessary to attend practices and events. This is a seasonal position, but ongoing recruitment of student-athletes is necessary. Current driver's license, meeting the qualifications to drive an Alverno van.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

### **Education**

Bachelor's degree is required.

### **How to Apply**

Apply on-line at <http://www.alverno.edu/jobs>

Please attach your cover letter and resume to the on-line application

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity*