



**Posting Date:** January 2023

**Position:** Graduate Assistant- Cross Country/ Track & Field

**Department:** Athletics

**Hours per Week:** Part-time / 10-month

Founded in 1887, Alverno College (AC) is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

Alverno College is seeking applicants for the position of Graduate Assistant- Cross Country/ Track & Field. The individual will be a member of the AC athletic team and provide support to the Track program. This position is a two-year position with the candidate pursuing a graduate degree from Alverno College. It includes tuition remission and a \$8,000 stipend depends on start date. Anticipated start date: Fall 2023 (this position can start earlier depending on applicant and program of study)

### **Primary Duties and Responsibilities**

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

Provide support to the respective sport program in accordance with the NCAA, Northern Athletics Collegiate Conference (NACC), and Alverno College policies. Attend and assist the Head Coach with all practices and games. Incorporate the philosophy of the Alverno curriculum into practices and games. Assist in scheduling and providing transportation which may include driving student-athletes to games. Carry out scouting assignments as outlined by the Head Coach. Participate in the on-going recruitment of student-athletes, both during and out of the respective sport season. Promote Alverno athletics in a positive manner on and off campus. Maintain good relationships with students, parents, staff, faculty, officials, volunteers and fans. Other responsibilities may include participating in department meetings, committees, and official College functions when appropriate and managing home game events.



### **Qualifications**

Requires acceptance into one of the graduate programs at Alverno College. In addition, the following is required:

- 10 month stipend and tuition remission coaching position
- Previous coaching and/or playing experience in assigned sport
- Substantial knowledge of technical aspects of the sport and ability to examine new theories pertinent to the field
- Substantial knowledge of NCAA regulations and understanding of NACC regulations
- The ability to work in a team setting and work effectively with a variety of audiences and departments
- Demonstrated leadership abilities
- Strong organizational skills and the ability to multi-task and prioritize
- Ability to work evenings and weekends as necessary to attend practices and events
- Valid driver's license with a driving record that meets the qualifications of an Alverno driver

### **Education**

Requires Bachelor's degree with acceptance into one of the graduate programs at Alverno College. Here is the list of eligible programs for graduate assistants at AC:

- Master of Business Administration (MBA)
- Educational Specialist in School Psychology
- Master of Science in Community Psychology
- Masters of Art in Music and Liturgy
- Master of Music Therapy

### **How to Apply**

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

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

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