

UNIVERSITY *of* NORTH CAROLINA

PEMBROKE

Assistant Coach Women's Soccer

The Assistant Coach of Women's Soccer must have significant knowledge of, and demonstrated success in, coaching soccer and possess excellent teaching and motivational skills. Ability required to work effectively in the environment of an academically demanding institution and abide by all NCAA Division II and institutional policies.

The Assistant Coach of Women's Soccer is responsible for teaching 6 hours per semester in the HHP department as well as assigned coaching responsibilities for the team, including: recruiting student athletes, monitoring student academic progress, film analysis and any other duty as assigned by the Head Coach. Additional duties include fund-raising, planning and scheduling practices, games, transportation, meals and public relations. Additional administrative duties as assigned by the Director of Athletics. The Assistant Coach of Women's Soccer will also teach as required. New student recruitment responsibilities include: Per NCAA regulations, recruiting contact logs to prospective students will be updated monthly and be available for review; New student recruitment log will be submitted; this log should include all activities that are part of new student recruitment that the employee engaged in over the past year; Required expectations for general university recruiting: On high school visits, coaches will bring university admissions recruiting materials to be dropped off with the Guidance Counselor's Office. Each coach will be required to participate in one UNCP Admissions Open House each year. Area Reception strategy, each coach will be required to attend one event each year, if available. For each home season, each team will host a Robeson County Schools Day. Each coach will draft and sign a form letter to reply to general applicants who express an interest in a given sport to UNCP Admissions staff and recruiters. Each coach will be expected to participate in new student orientations that they have incoming freshman attending.

Minimum Training and Experience Requirements: Master's degree in Health/PE or related field required. The Assistant Coach of Women's Soccer must have significant knowledge of, and demonstrated success in, coaching soccer and possess excellent teaching and motivational skills. Ability required to work effectively in the environment of an academically demanding institution and abide by all NCAA Division II and institutional policies. CPR, AED and First Aid certification.

Special Instructions to Applicants: This position is subject to the successful completion of an employment background check. An employment background check includes a criminal background check, employment verification, reference checks, license verification (if applicable) and credit history check (if applicable).

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

New employees are paid only by direct deposit to the financial institution of their choice. Candidates claiming Veterans Preference must attach a copy of their DD-214 as a part of the online application process.

Per the requirements of the Clery Act of 1998, the Campus Security Report can be found at: <http://www.uncp.edu/about-uncp/administration/departments/title-ix-clery-compliance/annual-security-reports>

UNC Pembroke is an Equal Opportunity Employer. The University prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibits discrimination against all individuals based on their age, race, color, genetic information, religion, sex, sexual orientation, gender identity or national origin. UNC Pembroke is a VEVRAA Federal Contractor and seeks priority referrals of protected veterans for our openings.

Applicants needing assistance with or who have questions about the application process are asked to contact Joanne McMillan, HR Consultant for Employment at (910) 521-6279 or joanneb.mcmillan@uncp.edu