



Job Posting Notice

ASSISTANT MEN'S SOCCER COACH

(Temporary/Part-Time Position)

The University of Pittsburgh at Greensburg is currently accepting applications for a part-time Assistant Men's Soccer Coach.

Essential Functions/Job Duties:

- Assist with directing and administering NCAA Division III men's soccer program operations and student recruitment for the Greensburg campus.
- Coaching in games, coordinating practices, providing leadership, fiscal management and scouting/recruiting.
- Ability to work and coach a variety of camps and clinics throughout the calendar year.

Other Requirements:

- Must be available to work a flexible schedule. Primary hours of work will be afternoon and evening, Monday through Friday, however weekend hours will be required to meet the needs of the men's soccer team schedule.
- Valid PA driver's license.
- PA Driving Record Investigation, with satisfactory driving record history.
- PA Child Abuse History Clearance, PA State Police Criminal Record Check and FBI Criminal Record Check will be required as a condition of employment.
- Proof of college credentials.
- Three professional references.

Education/ Work Experience Requirements:

- BA/BS degree required. MA/MS degree preferred.
- Two years' experience in coaching and/or recruiting at the college, club or high school level.
- Two years' experience managing athletic programs and facilities.
- Two years' experience managing student workers and volunteers. □ Understanding of and commitment to NCAA Division III rules.
- Excellent written and verbal communication skills.
- Working knowledge of word processing and database management.
- Experience training goalkeepers is preferred.

Salary & Benefits:

- Salary in accordance with University guidelines.
- No benefits for this part-time position.

The University of Pittsburgh is an Affirmative Action/Equal Opportunity Employer and values equality of opportunity, human dignity and diversity. EEO/AA/M/F/Vets/Disabled



Application Procedures and Requirements:

- Complete and submit a University of Pittsburgh Staff Employment Application form. This form is used for this Assistant Men's Soccer Coach position only and can be found on the Greensburg campus website: <http://www.greensburg.pitt.edu/faculty-staff/office-human-resources> under "Resources & Forms."
- Submit a cover letter and resume.
- Mail completed application materials to: University of Pittsburgh at Greensburg, 103 Lynch Hall, 150 Finoli Drive, Greensburg, PA 15601. Attn: 14-03-01. Application materials will also be accepted at the above address between 8:30 a.m. and 5:00 p.m., Monday through Friday.
- Deadline to apply is 5:00 p.m. on Wednesday, April 2, 2014, or until position is filled.