DEPARTMENT OF ATHLETICS

Softball Program Recruiting Coordinator
Part – Time

***This job is located at IUPUC in Columbus, Indiana***

IUPUC—Indiana University–Purdue University Columbus—continues to deliver high-quality undergraduate and graduate degree programs aligned with and responsive to regional educational needs since 1970. IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. IUPUC offers academic programs to students who reside in Bartholomew, Brown, Decatur, Jackson, Jefferson, Jennings, Johnson, Ripley, Shelby, and other counties in southern Indiana.

We seek greater diversity in our faculty and staff to broaden students' academic experience and to enrich our campus community. Candidates must be sensitive to the needs of and possess an interest in working in an academic community that is diverse with regard to gender, race, ethnicity, religion, nationality, sexual orientation or identity, disability status, and protected veteran status. We are seeking to fill the exciting opportunity of Softball Program Recruiting Coordinator in our newly established Department of Athletics.

JOB SUMMARY
The Softball Program Recruiting Coordinator is responsible for aiding the Head Softball Coach in the general administration and organization of the IUPUC Softball Program. This role will report directly to the Head Softball Coach. As Athletics is a new program for IUPUC, we are looking for interested applicants to assist in establishing the IUPUC Softball program.

REQUIREMENTS
Candidates must have experience in coaching or playing softball at the high school, college, secondary or club level. The ability to mentor students in a challenging academic environment is crucial. The knowledge and willingness to adhere to the regulations, philosophies and guidelines as set forth by the NAIA, River States Conference, and IUPUC Athletics Department are very important. Current CPR certification is preferred, or training can be provided by the University. A valid driver’s license is required.

FUNDAMENTAL RESPONSIBILITIES
The Softball Program Recruiting Coordinator will assist in the supervision of softball scouting and recruiting; assist in organizing and administering the IUPUC Softball program; provide positive leadership for the students involved in the softball program; strive to motivate them in all phases of their lives: academically, athletically, and socially; assist the head coach in budget preparations and the development and coordination of fundraising efforts for the team; assist in the coordination and implementation of practice for student-athletes in preparation for intercollegiate competition; and aid in the coordination of the off-season conditioning program. This position is also responsible for providing support to the head coach with the monitoring of academic progress and provide assistance in dealing with academic matters within the softball program; assist in the coordination of practice planning and workout schedules for student-athletes in preparation for intercollegiate competition; demonstrate willingness to adhere to regulating bodies, such as the NAIA, River States Conference, Indiana University, and IUPUC; help the head coach ensure the proper care, maintenance, and security of the athletic facilities, softball equipment, uniforms and supplies; promote harmony, cooperation, and team effort in a positive atmosphere of striving for the best; assist in facilitating and gathering match results at all road contests where host school does not provide required results; assist with game day administration for home matches; perform other related duties incidental to the work described herein and perform other related duties incidental to the work described herein.

INSTRUCTIONS ON HOW TO APPLY
Qualified applicants interested in the position are required to send their cover letter, resume, and references to Zachary McClellan, Director of IUPUC Athletics, via email at zmccell@iup.edu. Please be sure to include the position title of application in the subject line of the email. All applicants must complete a successful reference check, background check, and possess a valid driver’s license.

SALARY
The Softball Program Recruiting Coordinator will be paid hourly with the maximum annual earning not exceeding $7,000 annually.

Columbus is located one-hour south of Indianapolis, 1¼ hours from Louisville, and 1½ hours from Cincinnati. Columbus is a unique Midwestern community with a population of 46,000 known for its world-class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information, please visit: http://www.iupuc.edu/ and http://columbus.in.us

COVID Disclaimer – Due to the COVID-19 pandemic, there may be differences in the working conditions as advertised in our standard job postings (e.g., the ability to travel from one campus to another, etc.). If you are invited for an interview, please discuss your questions or concerns regarding the working conditions at that time. Beginning with the fall 2021 semester, all Indiana University students, faculty, and staff will be required to be fully vaccinated for COVID-19 as a condition of enrollment / employment. To learn more about this requirement, view our COVID-19 vaccine information page.

Indiana University is an equal employment and Affirmative Action Employer and a provider of ADA services.

The Annual Security and Fire Safety Report, containing policy statements, crime, and fire statistics for all Indiana University campuses, is available online. You may also request a physical copy by emailing IU Public Safety at iups@iu.edu