Graduate Assistant – Recruiting Coordinator-Cross Country/Track and Field Coach

DESCRIPTION OF JOB:

Edgewood College is accepting applications from qualified candidates for the position of Graduate Assistant serving as a recruiting coordinator for the Men’s/Women’s Cross Country and Track and Field programs. This is a position with a full tuition waiver (18 credit hours per year) and meal stipend. (80% recruiting duties/10% coaching duties, 10% operations)

Responsibilities:

- Identify and contact HS coaches and potential recruits
- Create and maintain recruiting database
- Responsible for social media for recruiting purposes
- Organize, coordinate, and delegate recruiting tasks including all recruiting correspondence via mail, email, telephone, social media and others forms as needed to coaching staff.

REQUIRED QUALIFICATIONS

Necessary Education or Work Experience:

Candidates should have a strong undergraduate academic record and a Bachelors Degree from accredited institution. The qualified candidate must be admitted to a graduate program at Edgewood College in order to be assigned this position.

The candidate must have the ability to effectively recruit quality student-athletes. The ability to effectively communicate through oral, written, and electronic forms of communication is a critical component of the position. The candidate must have strong interpersonal skills and have the ability to motivate student-athletes in a group or individual setting.

Preferred Qualifications: Candidates should have knowledge of the sports of cross country/track and field which could include participation in and/or coaching experience.

Required hours: Minimum of 30+ hours/week, evenings and weekends hours required.

Travel: Travel is required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Qualifications:

Demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.
Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Applicants should be in a position to start mid-summer/early August.

To apply: Send a letter of application, resume, and references to:

    Edgewood College
    Human Resources – RCTF
    1000 Edgewood College Drive
    Madison, WI 53711
    E-mail: humanresources@edgewood.edu
    Equal Opportunity Employer