

Head Coach, Men's and Women's Golf (Ref: HC-Golf)

SUMMARY: Queens University of Charlotte, an NCAA Division II affiliate, is seeking qualified candidates for the position of **Head Coach, Men's and Women's Golf**. This is a 12-month full-time position.

Essential Duties and Responsibilities include the following. Other duties may be assigned as needed.

- Plan, organize and direct all activities involved with a NCAA Division II intercollegiate sports program.
- Adhere to all NCAA rules and regulations for the sport.
- On-field coaching of student athletes that results in the building of skills and confidence.
- Monitor and support academic progress of student athletes.
- Recruit within guidelines of NCAA Division II regulations and the College's academic admissions standards.
- Scouting for potential recruits.
- Coordinate all travel arrangements.
- Evaluate and purchase necessary equipment.
- Manage budget for all related expenditures.
- Participate in departmental activities include serving on committees, attending meetings, etc.
- Other duties as assigned.

Skills / Qualifications:

- Coaching experience at the collegiate level
- Collegiate playing experience
- Extensive knowledge of NCAA rules and regulations
- Proven ability to scout, recruit and develop strong players who contribute to the building of Queens' men's and women's golf program
- Demonstrated strong communication, interpersonal and leadership skills
- Collaborative work style
- Computer proficiency in Microsoft Office products (MS Outlook, Word, Excel, PowerPoint)
- Ability to successfully coordinate activities of various sizes and priorities simultaneously
- Strong follow-up and follow-through skills with proven ability to deliver results on time and to established specifications
- High level of initiative and the ability work independently. Ideal candidates will demonstrate history of taking ownership to deliver excellent results
- Must be able to work a flexible schedule and travel when needed, including evening and weekend hours to meet demands of the position
- Proven ability to present a positive role model to student athletes and fellow coaches
- Clean, current North Carolina driver's license
- Bachelor's degree required; Master's degree preferred

Application Process:

Candidates should submit via email to hr@queens.edu all of the following

- (1) a letter of interest,
- (2) current resume or curriculum vitae,
- (3) salary requirements or history, AND
- (4) contact information on three references.

Be sure to include **YOUR NAME** and “**Ref: HC-Golf**” in your email subject line.

Queens values campus diversity and demonstrates this in campus initiatives; we particularly encourage members of historically under-represented groups to apply.

Only candidates who best match requirements of job will be contacted. The position will be removed from the website once an offer is extended and accepted. Due to limited staff resources, phone calls cannot be accepted or returned.

Queens University of Charlotte is an equal opportunity employer and does not discriminate on the basis of race, color, gender, sexual orientation, religion, age, national origin, disability, veteran status or any characteristic protected by law. Queens is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans. Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704-337-2297 or hr@queens.edu

BENEFITS

Queens offers medical/dental insurance, domestic partner benefits, defined contribution retirement plan & supplemental retirement plan, vacation and paid holidays, tuition remission, life insurance, flexible spending accounts, sick leave and long-term disability leave, free parking, merchandise discount at the Bookstore, reduced cost meals at Morrison Dining Hall, EAP, free fitness center access.

ABOUT QUEENS

Queens University of Charlotte is a private, co-ed, Presbyterian-affiliated comprehensive university with a commitment to both liberal arts and professional studies. Located in the heart of historic Charlotte, Queens serves approximately 2,300 undergraduate and graduate students through its College of Arts and Sciences, the McColl School of Business, the Presbyterian School of Nursing, the Wayland H. Cato, Jr. School of Education, the School of Communication and Hayworth College for evening programs.

-Posted 8/18/09