

Assistant Coach, Sports Performance (PT)

Summary: Queens University of Charlotte, an NCAA Division II affiliate, seeks qualified candidates for the position of Assistant Coach, Sports Performance. This is an hourly, part-time (20 hours/week) position reporting to the Director of Sports Performance. *This position is not exempt from provisions of the Fair Labor Standards Act (FLSA) and is eligible to earn overtime pay for hours worked above 40 in a single work week.*

Essential Duties and Responsibilities include:

- Under direction of Director, oversee student athletes' exercise and weight training and activities, work with athletic trainers and coaches to build strength, improve flexibility, and assist in the rehabilitation efforts student athletes
- Ensure the health and safety of student athletes during all strength and conditioning activities
- Work with coaches and teams directly assigned by the Director
- Deliver strength training and conditioning programs using scientifically based principles to ensure safety of the student-athlete and effectiveness
- Assist the Director in developing and applying sports performance coaching techniques, overall team and individual player strategies
- Assist student athletes with individual performance and provide direction for improvements
- Develop, deliver and oversee weight room training
- Participate in summer sport camps

Non-Essential Duties

- Other duties and special projects may be assigned to meet department and university needs.

Experience, Knowledge and Skills Required

- Possess and maintain current certification by the National Strength and Conditioning Association (NSCA) as a Certified Strength and Conditioning Specialist (CSCS) or the Strength & Conditioning Coach Certified (SCCC) through the Collegiate Strength & Conditioning Coaches Association (CSCCa)
- Solid understanding of exercise and weight training techniques used to build strength, improve flexibility and ensure progression of student athlete rehabilitation
- College athletics administration experience
- Strong written and oral communication, interpersonal and leadership skills
- Proven track record of consistently modeling positive behaviors at all times
- Strong follow-up and follow-through skills as well as ability to plan, organize and control projects through to completion
- Ability to handle and maintain confidential information
- Valid, unrestricted U.S. driver's license required and willingness to regularly travel between Queens' main campus and its Sports Complex
- Willingness and ability to work a flexible schedule to meet requirements of the position, including early mornings, nights and weekends
- Bachelor's degree or the equivalent in experience and education

Application Process

Qualified candidates should submit the documentation listed below via email to hr@queens.edu in (.doc) or (.pdf) format. Incomplete applications will not be considered. Queens will continue to accept applications until the position is filled. Include the following:

1. A cover letter addressing the position qualifications and experience
2. Current CV or résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include “**AC-SP (pt)**” and **YOUR NAME** in your email Subject Line.

(**Example:** AC-SP (pt) Shawn Mullin)

Applications received by January 22, 2021 will receive first consideration. Queens will continue to accept applications until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation’s second fastest growing metropolitan area, Queens University of Charlotte leverages the city’s diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non- profit, and community organization sectors.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

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 704.337.2222.

Physical Requirements *(with or without reasonable accommodation)*

- *Visual Abilities:* Read reports, create presentations and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling:* Write, type and use the telephone, copier, and computer systems.

- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 50 pounds for force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Work Conditions

- Must be willing and able to work a flexible schedule to meet requirements of the position, including early mornings, nights and weekends.
- Must be willing and able to occasionally travel (by car, air, bus or other modes as appropriate; overnight stays) with assigned team
- Work in fitness center, office environment and outdoors, involving contact with student athletes, staff, faculty students, parents, service providers and vendors.
- Work has deadlines, multiple interruptions and may be stressful at times.

Disclaimer: *This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.*