



## Assistant Coach - Women's Softball

**Department:** Athletics

**Recruitment #:** S1643

**Closing Date:** Review of applications begins immediately. Position is open until filled.

This is a full-time, 12-month, annually renewable, unclassified position in the Athletics department at Western Oregon University in Monmouth. WOU is a NCAA Division II member of the Great Northwest Athletic Conference competing in 13 team sports: Women's Basketball, Volleyball, Soccer, Track and Field, Cross Country, and Softball and Men's Baseball, Basketball, Football, Track and Field, and Cross Country. WOU is one of two Division II NCAA programs in the State of Oregon.

### MINIMUM QUALIFICATIONS

- Bachelor's degree
- Two or more years of collegiate softball coaching experience OR  
One of the following:
  - Four years of high school softball coaching experience
  - Four years of collegiate softball playing experience
- Demonstrated excellence in professional/interpersonal communication skills
- Demonstrated commitment to the total welfare of student-athletes and to providing a championship experience for student-athletes both on and off the field.
- Must complete 1st Aid/CPR certification before on the field coaching occurs, training to operate State vehicles, and successfully pass the NCAA DII recruiting test each year

### Preferred Qualifications:

- Knowledge and experience with NCAA Division I or II intercollegiate athletics softball operations
- NCAA Division II recruiting experience
- Demonstrated pitching expertise

**\*\*A criminal background check will be required as a condition of employment**

### ETHICAL RESPONSIBILITIES:

The employee, as a member of the Intercollegiate Athletic Department, agrees to represent the University in an honorable and ethical manner at all times, to the best of her/his abilities. Standards for ethical conduct for Athletic Department staff are established and enforced by the Athletic Director, the University, the State of Oregon, the State Board of Higher Education, the Great Northwest Athletic Conference, and the NCAA.

### KEY CULTURAL COMPENTENCIES:

1. Create an environment that acknowledges, encourages, and celebrated differences
2. Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds
3. Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive setting with a willingness to change for continual improvement
4. Adhere to all of WOU's policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct

## **DUTIES AND RESPONSIBILITIES**

- Assist in the following duties: developing, directing, and advancing a competitive women's softball program; the organization and planning of practice and competitive strategies; administrative duties, which may include, but are not limited to, ordering equipment and supplies, arranging team travel and practice facilities
- Identify, recruit, and select quality student-athletes
- Oversee athletes' skill and physical development
- Monitor student-athletes' academic progress, performance, and retention – culminating in graduation
- Lead and motivate student-athletes to maximize their potential
- Enforce team rules
- Demonstrate knowledge, understanding, and commitment to compliance with Western Oregon University, NCAA, and GNAC conference policies, rules, and regulations, and the knowledge and skills to assist a competitive Division II women's softball program succeed
- Remain current on all trends, methods, and innovations related to softball and coaching
- Participate in program and departmental fundraising, public relations, and promotional efforts
- Participate/coach/ teach in program camps/clinics for women's softball
- Work effectively with department support services personnel to enhance the welfare and personal, social, academic, and athletic development of student-athletes

## **TO APPLY SUBMIT THE FOLLOWING (PDF preferred):**

- 1) WOU Employment Application form (available at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp))
- 2) Letter of application that addresses each qualification of the position
- 3) Resume
- 4) Contact information for three references
- 5) Unofficial copy of transcript for highest degree earned

## **Send to: S1643, Assistant Coach, Women's Softball,**

Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361

**OR** e-mail to [employment@wou.edu](mailto:employment@wou.edu)

**OR** fax to: 503-838-8144

**Western Oregon University is an AA/EO/Veteran/Disability employer  
committed to increasing the diversity of its workforce.**