

Head Men & Women's Cross Country and Track & Field  
Coach  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=187225>

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Posted Jun. 13, 2022, set to expire Oct. 13, 2022

**Job Title** Head Men & Women's Cross Country and Track & Field  
Coach

**Department**

**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Jun. 13, 2022

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Coach

**Academic Field(s)** Athletics

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Head-Men---Women-s-Cross-Country-and-Track---Field-Coach\\_RQ25732-1](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Head-Men---Women-s-Cross-Country-and-Track---Field-Coach_RQ25732-1)

**Apply By Email**

**Job Description**

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The Head Cross Country and Track and Field Coach is responsible for all aspects of six competitive NCAA Division III Programs.

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Essential Responsibilities:

Coaching Responsibilities

Adhere to and enforce all policies and procedures of the Department of Physical Education, Athletics & Recreation and University as well as the rules and regulations of the Middle Atlantic Conference and MAC Freedom, the NCAA, and other authorities that may legitimately influence the intercollegiate athletics program.

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Oversee the recruitment of student athletes. Ensure full compliance with NCAA guidelines in all aspects of the recruiting process. Collaborate with the Office of Admissions to ensure selection of appropriate students Stevens.

Provide support and instruction in the personal and athletic development of the team, including counseling team members in academic, disciplinary, and personal matters.

Schedule and conduct regular practice sessions within both traditional and non-traditional seasons as permitted by NCAA rules and regulations.

Develop and implement strategies for motivating student-athletes to perform at maximum levels as both individuals and a team.

Schedule use of facilities for practice and competitions. Responsible for arranging a competitive, balanced schedule in coordination with other offices on campus including strength and conditioning, sports medicine, campus dietician, counseling and psychological services, and other support services to ensure that the student-athletes are well prepared for competition and their overall development and growth.

Ensure safety through careful monitoring of the condition of equipment and facilities utilized by the team. Responsible for submitting requests for repair, maintenance, and improvement of facilities as needed in collaboration with other department staff.

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Administrative Responsibilities:

Complete all required departmental and institutional training and certification programs and participate regularly in available professional development opportunities.

Develop and submit the sport's annual budget and carefully track all expenditures to ensure fiscal responsibility.

Monitor the eligibility status and academic progress of the team.

Initiate and coordinate the selection, purchase, fitting, and maintenance of team equipment; to include uniforms, athletic equipment, and supplies.

Hire, supervise and evaluate all assistant coaches for the sport and ensure their compliance with NCAA and department rules, policies, and procedures. Conduct annual performance evaluations as appropriate.

Compile data and reports in a timely fashion when requested by any senior level administrator.

Responsible for representing the department on university-wide committees and at meetings, as necessary.

Arrange team travel transportation arrangements for all events.

Assist with approved fundraising activities as requested and coordinate all fundraising efforts with other University departments.

Assure that sport camps and clinics related to the sport program adhere to NCAA and institutional rules

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and regulations.

Perform all other duties as assigned.

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Qualifications:

Education

Bachelor's degree required; master's degree preferred.

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Experience

A minimum of 3-5 years of coaching experience in an intercollegiate athletics setting is strongly preferred.

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Specific Skills

Communicate effectively and professionally, including written, interpersonal, and public speaking. Must be willing to work early morning, evening, weekends, and holidays.

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Specialized Licenses

First Aid, CPR, AED training certification required.

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Stevens values diversity and seeks candidates who can contribute to a welcoming climate for students, faculty and staff of all races and genders. We are an NSFa ADVANCE institution committed to equitable practices and policies and strongly encourage applications from qualified women and minority candidates as well as veterans and individuals with disabilities.

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Department

Physical Education - Athletics and Recreations

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General Submission Guidelines:

In order to be considered a candidate for any job at Stevens, you must submit an online application.

Please attach a cover letter and resume with each application. Other requirements for consideration

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may depend on the job.

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Still Have Questions?

If you have any questions regarding your application, please contact [Jobs@Stevens.edu](mailto:Jobs@Stevens.edu)

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EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

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Stevens is building a diverse faculty, staff and student body and strongly encourages applications from female and minority candidates as well as veterans and individuals with disabilities. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

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Jeanne Clery Disclosure:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. You can obtain a copy of this report by accessing the following web site: <http://www.stevens.edu/sit/police>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact