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## **Emmanuel College**

**Position: Assistant Director of Library Services** (posted 01/06/12)

Emmanuel College is seeking candidates for the position of Assistant Women's Lacrosse Coach. This position will be responsible for starting the institution's intercollegiate varsity Women's program in 2012-13. The Assistant Women's Lacrosse Coach will be responsible for the recruitment, retention and academic success of student-athletes. In addition to coaching, this position maintains control and oversight of budgets and scheduling of athletic games.

Emmanuel College is clearly a Christ-centered college holding to evangelical values and beliefs. Check our website for additional information.

### **Essential Job Functions**

- Excellent writing skills
- Excellent oral communication skills
- Efficiency in computer applications (Microsoft Office, Excel, etc.)
- Ability to read, understand, and apply instructions
- Hear and understand telephone conversations
- Ability to coordinate different tasks simultaneously
- Move about the campus freely (including all facilities)

### **Job Description:**

Specific Duties:

1. Plan, organize, and coordinate leadership of Women's Lacrosse program.
2. Recruit players for the athletic team who will represent the mission of Emmanuel College.
3. Schedule games and ensure that games do not conflict with the academic schedule, examination schedule, and regularly scheduled chapel and convocation services.
4. Plan transportation and meals for away contests.
5. Will, with team, provide at least two service projects per academic year to reach out to the community in servant leadership.
6. Attend all departmental meetings.
7. Be familiar with and adhere to departmental policies and procedures.
8. Participate in the college and departmental planning process by assisting in the formulation of goals, objectives, and outcomes and establish budget priorities.
9. When applicable, participate in college activities, which include orientation and registration.
10. Develop and maintain a work schedule (office hours) conducive to the availability of student-athletes.
11. Prepares and maintains budget for program.
12. Assist in fund raising in support of the program.
13. Shall be responsible for the preparation and maintenance of the playing field.
14. Communicates the needs and maintenance of facilities and equipment to the Athletic Director.

15. Recommend to the Athletic Director and Vice President for Finance athletic scholarship awards.
16. Shall see that all scholarships allocated to players have been approved by the Athletic Director, President and/or Vice President for Finance, and Financial Aid Committee.
17. Provide information regarding team roster eligibility, etc. to the Athletics Director.
18. Ensure that NAIA rules are upheld.
19. Organizes and conducts practice sessions.
20. Perform other duties as assigned by the Vice President of Finance and/or Athletic Director

**Qualifications:**

Bachelor's degree from a four-year institution with a master's preferred. The successful candidate must have a clear understanding of and be committed to the NAIA philosophy and the role of athletics within a private, Christian college. The candidate should have successful coaching experience. Previous coaching and recruiting experience at the college level is desirable. The candidate must be able to work, communicate and develop a rapport with students, parents, alumni, faculty, departmental staff, administration and the general public.

**Filing an application:** Please forward the following directly to the contact person listed below.

- **Letter of application**
- **Complete Resume**
- **Pastoral Letter of Recommendation:** Needs to be from a current pastor and to include a verification of current church membership, a description of the applicant's activity in the local congregation, and an evaluation of the quality of the candidates' personal commitment to Christ.
- **Statement of Faith/Personal Testimony:** An explanation of the applicant's relationship with God through the Lord Jesus Christ, including a brief account of accepting Christ as personal savior, church membership, and current church involvements.

**Applications will not be considered until all requested documents have been received.**

**Contact:**

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