



Bluefield State College

Job Vacancy Announcement

Head Softball Coach (Part-Time)

POSITION TITLE: Head Softball Coach (Part-Time)

JVA#: 2019-02

DEPARTMENT: Department of Athletics

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Part-time (.53 FTE), carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Salary will be commensurate with qualifications and experience. Position is dependent upon available funding.

POSITION SUMMARY: The **Head Softball Coach (Part-Time)** is responsible for providing leadership to develop and implement a strong, competitive softball program while promoting academic success of student athletes to enhance academic progress and graduation rates.

CORE RESPONSIBILITIES:

- Teach sports-specific skills toward the development of student athletic performance, while promoting academic success of student athletes to enhance academic progress and graduation rates.
- Provide leadership for the softball program that adheres to the highest standard of integrity and professionalism.
- Foster an environment that promotes the academic success, health, and welfare of student athletes in the softball program, working collaboratively with administrative offices as may be appropriate. Monitor the academic progress of student-athletes.
- Ensure compliance with all NCAA, USCAA, and College rules and regulations, including matters related to academics, diversity and gender equity.
- Conduct practice, contests and manage day-to-day operations of the softball program. Develop contest schedule and coordinate all team travel for the softball program.
- Develop and implement a comprehensive recruiting and fundraising plan.
- Perform the administrative duties associated with the responsibilities of Head Coach, including but not limited to: administering the sport's budget, including forecasting and controlling expenditures; preparing reports; and participating in revenue-generating and fundraising goal setting and activities for the softball program, the Big Blue Athletic Scholarship Fund, and the Athletic Department at-large.
- Perform other duties as assigned by the Director of Athletics. Includes representing the college at internal and external functions, marketing the softball program, and developing and maintaining positive alumni and community relations.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's degree from a regionally accredited institution required.
- Softball coaching experience for at least one regular season required (at least 3-4 months).
- Demonstrated record of commitment to academics and fiscal integrity with working knowledge of NCAA rules and regulations and Title IX compliance.
- Demonstrated excellent interpersonal, written and oral communication skills.
- Ability to meet the extended hours and travel requirements of the position.
- Demonstrated ability to work effectively with individuals from diverse ethnic, cultural and socioeconomic backgrounds.
- NCAA Recruiting Certification test must be passed within 60 days of hire (required by the NCAA for recruiting).
- Must maintain a valid Driver's License.

PREFERRED QUALIFICATIONS:

- Master's degree in relevant area strongly preferred.
- Prefer college-level softball coaching experience.
- First Aid and CPR certifications are desired.

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>)
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

DATE POSTED: April 18, 2019

CLOSING DATE: Position is open until filled. For full consideration, applications must be received by 4:00 pm EST, Friday, **May 17, 2019**. Applications received after the deadline may not receive full consideration.

Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.