



**Head Coach – Women’s Volleyball**

Calumet College of St. Joseph is a Catholic, private, liberal arts college sponsored by the Missionaries of the Precious Blood located in Hammond, IN., 28 miles from the Chicago Loop. Founded in 1951, Calumet College of St. Joseph offers four graduate degrees, 19 bachelor’s degrees, including 15 traditional majors, 10 associate’s degrees and four accelerated programs. Recognized as a “Best College” for ethnic diversity by U.S. News and World Report 2014, CCSJ has an enrollment of approximately 800 domestic and international students.

<b>Position Title:</b>	<b>Full-Time Head Coach Women’s Volleyball</b>
<b>Education:</b>	Bachelor degree in appropriate area of specialization 1-3 years’ college coaching and recruiting experience or extensive high school coaching experience.
<b>Certifications:</b>	Currently holds proper coaching certifications or willing to acquire the certifications CPR/First Aid/AED certified
<b>Experience:</b>	Previous coaching experience in high school and/or higher education environment preferred

**Position Summary:** The Head Coach is responsible to recruit student athletes, administer the sports program in accordance with the policies of Calumet College of St. Joseph and assist with retaining the student athlete for their full educational commitment. The Head Coach is expected to spend approximately 75% of their time in student coaching and teaching activities with the remaining 25% of their time spent on recruitment and team travel activities. As a full time employee, this position will also work with the Office of Enrollment Management on marketing and recruitment activities as well as communicating with prospective students.

**Knowledge, Skills & Abilities:**

Requirements listed below are representative of the knowledge, skill, and/or ability required to be successful in this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain positive and professional attitude towards performing the duties of the job.
- Ability to cooperate with other coaches, athletic department staff, faculty and staff to provide the optimum intercollegiate experience for the student athlete.
- Maintain a clear understanding of the role of athletics within a private, Catholic liberal arts setting.
- Ability to respond to requests for assistance from students and others.
- Ability to balance team and individual responsibilities.
- Display an organized and results-oriented approach to recruitment and coaching.
- Knowledge and understanding of organizational goals and objectives, policies and procedures.
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff.
- Strong organizational, analytical, and communication (verbal and written) skills.
- Knowledge of computer software including Word, Excel and PowerPoint

**To apply,** send a cover letter along with a current resume to Sharon McGuire, Director of Human Resources via email at [smcguire@ccsj.edu](mailto:smcguire@ccsj.edu).