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<b>Position Title:</b>	<b>Assistant Synchronized Skating Coach</b>
<b>Purpose of Position:</b>	Assist the Varsity Synchronized Skating Team
<b>Classification:</b>	Assistant Coach for the Synchronized Skating team
<b>Education:</b>	Bachelor's Degree required
<b>Supervision Received:</b>	General supervision; reports to Director of Skating and Athletic Director
<b>Supervision Exercised:</b>	Directs activity of student employees
<b>Work Schedule:</b>	Full-time; 11-month position; includes a stipend, housing and utilities, meal plan and medical coverage; some evening/weekend work and travel are required
<b>FLSA Classification:</b>	Exempt

**Example of Duties:**

This position involves frequent verbal, written, and email correspondence with current and prospective students, parents, faculty and staff. The successful candidate will:

- Assist in the planning of and supervise practices/contests and off-season training and strength conditioning programs
- Coordinate team travel
- Manage the program equipment ordering and inventories
- Develop and implement a successful recruiting/retention plan
- Integrate the Synchronized Skating program into the campus community
- Adhere to and ensure compliance with departmental/College/NCAA Division III rules and regulations

**Minimum requirements:**

- Bachelor's Degree and PSA Membership
- Proficiency in basic computer skills
- Must understand and comply with all USFS and ISU rules and regulations
- Prior experience with skill instruction, practice/competition plan development, and administrative responsibilities in the sport of figure skating.
- Must be able to perform duties within the normal bounds of an office environment as well as work in a cold environment (ice arena) and sit and stand for long periods of time.

The requirements listed above are representative of the knowledge, skill, and/or ability required.

**Desired Qualifications:**

Prior experience with skill instruction, practice/competition plan development, and administrative responsibilities in the sport of synchronized skating

The ideal candidate has competitive experience at the national/international level and/or coaching experience at the national/international level in synchronized skating -- PSA Ratings a plus.

Candidate must be a self-starter, be able to work well independently and as part of a team, understand and comply with all USFS and ISU rules and regulations, adapt to a changing workday schedule, and have excellent organization & communication skills

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

**Interested individuals should submit a cover letter, resume, and the contact information for three references to Ashley Carlson ([acarlson@adrian.edu](mailto:acarlson@adrian.edu)) Review of applications will begin immediately and will continue until the position is filled.**