Job Title: Student Athletics Program Coordinator – Equipment Manager & Women’s Soccer Head Coach

Job ID: 22148

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island is one of the 11 senior colleges of the 25 colleges and institutions that comprise The City University of New York (CUNY). The three schools and two academic divisions of the College serve more than 13,000 students and offer a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate’s, bachelor’s, master’s, certificates, professional doctorate degrees, and PhD degrees through The CUNY Graduate Center. CSI's internationally recognized faculty passionately engages in scholarly and artistic activities, and together with a strong professional staff, provides transformational learning experiences both inside and outside the classroom for the diverse student body. The 204 acre park-like Willowbrook campus incorporates a residential component, and in 2017 the College expanded its institutional footprint and accessibility with the opening of the St. George location in the heart of Staten Island's economic renaissance on the north shore of the Island. The College is a hub of intellectual and artistic activity, and is committed to its role as an anchor institution and community partner including for economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Director of Athletics, Intramurals and Recreation and the Associate Athletic Director for Compliance and Senior Woman Administrator, the Women’s Soccer Head Coach / Equipment Manager will be responsible for the guidance of the program, which includes practice and gameplay during traditional and non-traditional playing seasons as well as operation of the department’s equipment room, to include facility supervision during morning hours of operation at the CSI Sports & Recreation Center. Responsibilities include but are not limited to:

- Administration, supervision, management, and staff selection for the women’s soccer program.
- Implementation of programs in the areas of scouting, strategy, recruitment, conditioning and player development to enhance athletic performance and achievement, coupled with a keen focus on academic excellence.
- Responsibilities to also include fund-raising initiatives and programming.
- As the Equipment Manager the applicant will design, order, and keep inventory of varsity sports uniforms and practice gear, working with vendor representatives, coaches and administrative staff.
- Distribution and collection of said equipment and maintain the equipment storage room as well as laundry servicing.
- Will provide morning supervisory duties in the Sports & Recreation Center while operating the equipment room, tracking facility needs as well as facilitating in general set-up and break-down assignments within the facility.

QUALIFICATIONS

Bachelor's degree required.

Preferred qualifications include:
- Four years of collegiate or high school soccer coaching experience.
- Experience working with equipment and supply duties and/or athletic administrative experience (non-coaching) highly desired.
- US Soccer National C or above Coaching License or United Soccer Coaches Advanced National Diploma
- CPR/AED certification is required (must be completed within three months of hire).
- Flexibility to work evenings and weekends as necessary
- Experience in training and management of staff preferred
- Valid Driver's License

**CUNY TITLE OVERVIEW**

Supports the administration of College athletic programs.

- Assists with compliance programs activities required by the CUNYAC (CUNY Athletic Conference) and external bodies
- Serves student-athletes through providing advising services and enrichment programs
- Organizes student-athlete communications and activities, and other department work such as calendars, materials, reports, handbooks, and compliance manuals
- Performs related duties as assigned.

**CUNY TITLE**

Assistant to HEO

**FLSA**

Non-exempt

**COMPENSATION AND BENEFITS**

Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

**HOW TO APPLY**

To apply, please visit https://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

**CLOSING DATE**

January 5, 2021

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.