Job Title: Softball Head Coach/Athletics Operations Coordinator  
Job ID: 23767  
Location: College of Staten Island  
Full/Part Time: Full-Time  
Regular/Temporary: Regular  

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers 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 and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI’s internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, with a residential component. It is a hub of intellectual and artistic activity and a community partner and source of 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, the Softball Head Coach/Athletics Operations Coordinator will be responsible for the guidance of the Softball program, which includes practice and gameplay during traditional and non-traditional playing seasons. In addition, the position will assist with organizational duties within the department and work with coaches and staff to enhance the experience of all CSI student-athletes.

Responsibilities include but are not limited to:

- Administration, supervision, management, and staff selection for the softball 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
- Coaching responsibilities to also include fund-raising initiatives and special event programming, such as sport specific camps and clinics and other related revenue generating events
- Works directly with the Assistant Athletics Director/Facilities Manager on daily operations and provides oversight to home game setup and management
• Meets all game day requirements for all Fall and Winter sports
• Assists with logistics related to all internal operations of the Athletics Department
• Works with coaches and administrative staff regarding the oversight of inventory of varsity and club sports uniforms, equipment and practice gear

QUALIFICATIONS

Bachelor's degree required.

Preferred qualifications include:

• Two years of collegiate or high school softball coaching experience, a valid Driver's License with preference given to collegiate coaching experience and those with prior athletic administrative experience (non-coaching).
• Experience in training and management of staff preferred.
• CPR/AED certification is required (must be completed within three months of hire).
• Flexibility to work evenings and weekends as necessary.

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 http://cuny.jobs/ and enter the Job ID# in the “Job Title, Keywords” section field. Candidates must attach a resume, cover letter, and contact information for three references (Professional or Personal) as one file.

CLOSING DATE

April 27, 2022

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.