

PLEASE POST

POSITION OPENING

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Pennsylvania College of Technology  
One College Avenue  
Williamsport, PA 17701

## Casual Part-time Assistant Coach, Women's Basketball

### Reports to:

Director of Athletics

### Daily Direction:

Head Coach, Women's Basketball

### Duties and Responsibilities:

The Assistant Coach will assist the Head Coach with directing, supervising and implementing the duties and functions of the women's basketball program. Specifically, this person will:

- Be responsible for being thoroughly familiar and complying with all College, Pennsylvania State University Athletic Conference (PSUAC), United States Collegiate Athletic Association (USCAA), and National Collegiate Athletic Association (NCAA) policies and procedures. (Essential)
- Assist in coaching the necessary skills, techniques, and physical conditioning sufficient to enable each athlete to compete in the women's basketball program safely and to the best of her abilities. (Essential)
- Be responsible for assisting with the on-site supervision during all practice and game situations. (Essential)
- Exhibit a high level of expertise in basketball; seek self-improvement when possible. (Essential)
- May be responsible for driving a College vehicle to and from sporting events and/or serving as team chaperone for away contests as needed. (Essential)
- Assume Head Coach responsibilities in the short-term absence of the Head Coach. (Essential)
- Maintain a high degree of confidentiality with regard to any and all information as a direct or indirect result of job responsibilities/job functions. (Essential)
- Perform other appropriate job-related duties as assigned by the Director and/or Head Coach. (Marginal)

### Qualifications:

#### Minimum

- \*Demonstrated expertise in basketball.
- \*Ability to provide instruction, training, and motivation necessary for the athletes to compete to the best of their ability.
- \*Interpersonal skills necessary to deal effectively and courteously with students, staff, faculty, and the public.
- \*Ability to communicate effectively both orally and in written form.
- \*Developed organizational skills.
- \*Must possess a current driver's license.
- \*Must be certified in CPR and First Aid or willing to acquire.
- \*Demonstrated sensitivity to diversity and multicultural issues.
- \*Ability to work within the parameters established by the Head Coach and within the responsibilities as defined in the position description.
- \*Background check will be required on selected candidate.

#### Desired

- \*Prior coaching experience at the high school or college level.

**Machines, Tools, Equipment:**

\*Requisite equipment of the sport

**Conditions of Employment:**

Federal law requires all employers to verify the identity and employment eligibility of all new hires and the completion of an Employment Eligibility Verification (Form I-9) by the candidate and the employer. Any offer of employment shall be contingent on the applicant's timely production of required documentation to verify identity and employment eligibility. If you cannot or will not be able to produce the required documentation, we cannot consider your application.

If you are currently receiving an annuity from the State or Public School Employees' Retirement System, employment at Pennsylvania College of Technology may affect your annuity status. If you are currently a member of either the State or Public School Employees' Retirement System you may be required to contribute into the System.

**Classification:**

APT/Nonexempt

**Rate of Pay:**

\$2,500 annual stipend to be prorated for the balance of the 2009/10 season

**Starting Date:**

\*Position is as-needed during the women's basketball season each year. The 2009/10 season started October 15, 2009, and will end March 15, 2010.

**Deadline for Application:**

Applicants must submit a completed College Application for Employment to: Human Resources, Pennsylvania College of Technology, One College Avenue, Williamsport, PA 17701. Position will remain open until a suitable candidate is identified. Please include title of position on your application form. Penn College is committed to affirmative action, equal opportunity, and the diversity of its workforce. For further information on this position call (570) 327-4770. Information on additional Penn College employment opportunities can be obtained by calling the Position Openings Hotline at (570) 327-4535 or extension 4535.

*Look for more information about Penn College  
on the Internet at [www.pct.edu](http://www.pct.edu).*