



501 East 38th Street  
Erie, PA 16546

814-824-2000  
800-825-1926  
[mercyhurst.edu](http://mercyhurst.edu)

## Track and Field Head Coach - Men's and Women's

Department: Track and Field  
Reports To: Director of Athletics  
Full/Part Time: Full Time  
Classification: Administrative  
Close: Open Until Filled

### SUMMARY

Mercyhurst University is seeking a qualified individual to lead our inaugural NCAA DI Men's and Women's track and field program. This is an 12-month appointment with full health and retirement benefits. Responsibilities will include administering all phases of an intercollegiate track and field program. Candidates must be a team player and demonstrate a proven success in competing and/or coaching at the collegiate or equivalent high level.

Including, but not limited to, student athlete eligibility, recruiting, financial aid scheduling, and academic progress. Ensure compliance with Mercyhurst University, and NCAA rules by student athletes and sport related staff.

- x Promote academic excellence, integrity, and graduation Monitor academic progress academic meetings, class scheduling and attendance.

- x Teach fundamental skills and techniques while preparing, leading and executing practice and competition plans for both indoor and outdoor seasons.
- x Prepare, manage and maximize program operating budget with established fundraising goals
- x Provide leadership and instruction in the personal and athletic development of student-athletes
- x Direct and manage the Track and Field program recruiting efforts of prospective student athletes to include the following: maintain a database, host on campus visits, initiate and respond to phone calls, emails, and mailings.
- x Select, supervise and evaluate the performance of assistant coaches.
- x Order and maintain appropriate uniforms, equipment, and supplies
- x Team travel management including accommodation, meals and the transportation of equipment to meets.
- x Plan, promote, and conduct camps, clinics and/or lessons.
- x Establish a positive relationship with the media.
- x Establish, maintain and be responsive to community and programmatic contacts.
- x Develop meaningful relationships with prospective, current, and former student athletes
- x Participate in fundraising, community service and engagement programs assigned and/or coordinated by the Department of Athletics.
- x Lead efforts to enhance the overall student athlete experience
- x Seek out and take advantage of opportunities to serve on sport related committees
- x Perform other related duties incidental to the work described herein.

## EDUCATION AND EXPERIENCE

### Minimum requirements

- x Bachelor's degree
- x Three years of relevant sport coaching.
- x Knowledge and understanding of NCAA rules and regulations

### Preferred requirements

- x Master's degree
- x USAF Level 2 Certification, Level 3 is a plus
- x Experience at the collegiate level or higher.
- x Exceptional leadership skills
- x Proven ability to work effectively in a diverse community.
- x Excellent oral and written communication and interpersonal skills
- x Strong desire and ability to successfully recruit.
- x Ability to handle and maintain confidential information.
- x Strong follow-through skills as well as the ability to plan, organize and control projects through to completion.
- x Ability to perform the essential functions of the position with or without accommodations

