

**WILBERFORCE UNIVERSITY**



Wilberforce, Ohio 45384

**Job Posting**

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**Posting Date: October 5, 2009**

**Closing Date: Open Until Filled**

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**Golf Coach**

**POSITION DESCRIPTION:** The Golf Coach is responsible for all facets of the NAIA, American Midwest Conference intercollegiate golf programs. Successful candidate must demonstrate good oral and written communication skills, and in addition, must have general knowledge of budgeting and accounting skills, computer skills including but not limited to word processing, spreadsheet development and e-mailing. Candidate must also have demonstrated administrative, public relations, and organizational skills. Successful candidate must have demonstrated knowledge of NAIA rules and regulations and ability to interpret them to team players, and ability to work under stressful conditions, make quick decisions and relate to individuals from diverse backgrounds. Position reports directly to the Director of Athletics. The essential duties include, but are not limited to the following:

- Successfully identify, select and recruit prospective student athletes who display the athletic and academic talents and ability to compete in the NAIA Midwest Conference and WU.
- Match preparation; and scheduling matches/tournaments; as well as make team travel arrangements;
- Complete reports and other administrative paperwork/documents in a timely fashion, including all Department, University, and Conference administrative forms as well as academic, recruiting and financial information, including administration and oversight and monitoring of operating budget;
- Supervision of part-time/student assistants;
- Formation of a conditioning program;
- Fund raising, promotional, and public relations activities in concert with the Director of Athletics;
- Compliance with all NAIA, American Midwest Conference, and university rules and regulations and display of professional integrity.

**QUALIFICATIONS:** Bachelor's degree. Minimum of 3 years successful golf coaching/teaching experience; and successful head or assistant coaching experience with college men and women, in addition to demonstrated ability to recruit top-quality student-athletes at the NAIA level; familiarity with the recruiting areas a plus.

**APPLICATION:** Qualified applicants should apply online at <http://www.wilberforce.edu>; click on Jobs @ Wilberforce. Application materials should include a cover letter of application, Official transcripts and (3) letters of recommendation will be required of final candidates.

**THE UNIVERSITY:** Founded in 1856 as America's first private black college by leaders of the African Methodist Episcopal Church, Wilberforce University is a private co-educational, liberal arts institution predominately serving African-American students. The modern campus is located in a very accessible rural setting in southwestern Ohio close to the urban centers of Dayton, Columbus, and Cincinnati. The University awards the Bachelor of Arts and the Bachelor of Science degrees. Majors are offered in the areas of business, engineering and computing science, humanities, natural sciences, and social sciences. The University also offers a mandatory cooperative education program and integrated service learning in selected courses.

*Wilberforce University is an Equal Opportunity Employer*