



Position Title: Assistant Synchronized Skating Coach
Work Schedule: Full-time; 11-month position; some evening/weekend work and travel are required

Duties (Examples listed below are not an all-inclusive list):

This position involves frequent verbal, written, and email correspondence with current and prospective students, parents, faculty and staff. The successful candidate will:

- Assist in the planning of and supervise practices/contests and off-season training and strength conditioning programs
- Coordinate team travel
- Manage the program equipment ordering and inventories
- Develop and implement a successful recruiting/retention plan
- Integrate the Synchronized Skating program into the campus community
- Adhere to and ensure compliance with departmental/College/NCAA Division III rules and regulations

Minimum requirements:

- Bachelor's Degree or equivalent experience, PSA Membership, Annual CER's, Liability Insurance, and SafeSport Course Certification
- Proficiency in basic computer skills
- Must understand and comply with all USFS and ISU rules and regulations
- Prior experience with skill instruction, practice/competition plan development, and administrative responsibilities in the sport of figure skating.
- Must be able to perform duties within the normal bounds of an office environment as well as work in a cold environment (ice arena) and sit and stand for long periods of time.

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:

Prior experience with skill instruction, practice/competition plan development, and administrative responsibilities in the sport of synchronized skating

The ideal candidate has competitive experience at the national/international level and/or coaching experience at the national/international level in synchronized skating -- PSA Ratings a plus.

Candidate must be a self-starter, be able to work well independently and as part of a team, understand and comply with all USFS and ISU rules and regulations, adapt to a changing workday schedule, and have excellent organization & communication skills

Interested individuals should submit a cover letter, resume, and the contact information for three references to Amanda Kennedy (akennedy@adrian.edu) Review of applications will begin immediately and will continue until the position is filled.

Applications will be accepted and reviewed until the position is filled

Adrian College is an Equal Employment Opportunity Employer. If offered a position, the finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

A private, co-educational college of liberal arts and sciences related to the United Methodist Church, Adrian College is a traditional four-year residential institution offering a focused undergraduate and graduate education. The College offers a multitude of majors and pre-professional programs including certifications, approximately 50 athletic teams, and 10 institutes dedicated to a diverse and personalized approach to education. Adrian College features state-of-the-art facilities, small class sizes and an innovative approach to the academic and personal growth of its students.

U.S. News & World Report has recognized and ranked Adrian College as a 'Best Regional College for Undergraduate Teaching' and 'Most Innovative'. Adrian also received accolades as a "Best Value" school. The College landed on the list of Best Value schools in the Midwest region for the sixth consecutive year and has also been recognized as having 'A Focus on Student Success'; a new section in college rankings. Adrian College is located in Southeast Michigan, about 45 minutes from Ann Arbor and Toledo.