



WALLACE STATE HANCEVILLE

Vacancy Announcement

DATE: August 22, 2008

POSITION: Assistant Soccer Coach
Assistant Basketball Coach
Assistant Volleyball Coach
Assistant Softball Coach

MINIMUM QUALIFICATIONS:

- High School Diploma required
- One year of collegiate coaching experience
- Effective oral, written and interpersonal communication skills

RESPONSIBILITIES:

- Assist in the recruitment of qualified student-athletes that will represent the College in a positive and competitive manner
- Stress to each student-athlete the priority of academics above athletics
- Attend required meetings as called by the ACCC and the College
- Conduct himself/herself at all times in a manner that reflects positively on the team and the institution
- Assist with the day-to-day administrative and coaching duties as required by the program
- Assume responsibility for the team in the absence of the head coach
- Demonstrate effective interpersonal skills; communication skills, both written and oral; and work ethic
- Collaborate with faculty, coaches, support staff and administrators as needed
- Refer student athletes to campus resources when appropriate
- Demonstrate a working relationship with community and stakeholders
- Supervise team managers
- Coordinate team statistics
- Attend all home events and travel when possible

WORK HOURS: 19 hours per week; non-standard evening and weekend hours are possible.

SALARY: \$6,050.00 for 26 weeks per academic year

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a non-refundable \$45 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

APPLICATION DEADLINE: Complete application files will be accepted by the Human Resources Department on a continuous basis and remain active for available positions. Available positions are contingent upon funding and the needs of the college.

APPLICATION PROCEDURE: A complete application packet must include an application, cover letter, resume, college transcripts (unofficial accepted), three up-to-date professional letters of reference and three references with addresses and phone numbers. Incomplete or delinquent packets will not be considered.

RETURN PACKETS TO:

**Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256-352-8029**

Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. The School reserves the right to withdraw this job announcement at any time prior to the awarding.