



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Graduate Assistant Coach Softball

**Job Class:** Student

**Department:** Athletic Department

**Reports to:** Head Coach/Athletic Director

**FLSA status:** Non-exempt/Part-time

**To Apply:** Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu) addressing this position in the subject; FAX 614-823-1151; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

**For more information:** Please visit <http://www.otterbein.edu/Careers>

**BENEFITS** of this position include tuition waiver for graduate school studies and \$5,000 additional stipend. The opportunity to join a staff with 80+ years of clinical experience in Athletic Training. Otterbein University offers a Master's of Arts in Allied Health in addition to other graduate school programs beneficial to this field. To learn more about Otterbein Athletics visit <https://otterbeincardinals.com/index.aspx?path=softball>

**ABOUT OTTERBEIN UNIVERSITY:** Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,480 undergraduate students in more than 70 majors and 456 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 11 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

**SUMMARY:** Assist the Head Coach in all aspects of a Division III program by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned by the Head Coach or by the Athletic Director.

Operate the program in a liberal arts Division III philosophy, giving attention to academic success, moral character of staff and athletes and community involvement.

Assist the Head Coach in all areas of the sport program including but not limited to: daily practice routines, coaching techniques, game preparation, administrative duties, recruiting activities, strength and conditioning, and event and facility management.

Pursue the recruitment of quality student-athletes to Otterbein University.

Abide by Otterbein University, Otterbein University Athletics, NCAA, and OAC policies, rules and regulations. Must be familiar with the Otterbein University Student Code of Conduct and the Student Athlete Handbook.

May be required to drive team and coaches to program related activities.

Responsible for working with the athletic trainers and team physicians for the medical well-being and protection of the student-athlete during preseason, regular season and post season activities.

Responsible for the physical appearance and personal conduct of all coaches, staff and players associated with the program. It is understood that these areas of interest will be kept in line with the standards of good conduct and image that will reflect positively on the program, the athletic department and Otterbein University. The athletic director will serve as a resource for the head coach and will assist in administering the standards for all sports.

All graduate assistants, upon acceptance to the graduate school, are required to achieve at least a 3.0 GPA and annually complete 18 semester hours of course work.

**SUPERVISORY RESPONSIBILITIES:** N/A

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The graduate assistant must be accepted and enrolled into a Graduate School program at Otterbein University, must meet the requirements written within the Graduate School Policy Handbook and the Graduate Assistant Procedures.**

**EDUCATION and/or EXPERIENCE:** BA/BS degree; pursuing a post graduate degree/or undergraduate certification; experience and demonstrated success in participating or coaching in a related field; knowledge in strength and conditioning for collegiate athletes preferred; computer skills preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** N/A

**LANGUAGE SKILLS:** Must demonstrate excellent verbal and written English skills including grammar.

**MATHEMATICAL SKILLS:** Must be competent in general math.

**TECHNICAL SKILLS:** Knowledge of strength and conditioning for university athletes; strong interpersonal and supervisory skills. Must take pride in and be thorough in quality of work produced; must be able to use general office equipment including office PC, copier, telephone, facsimile machine, etc.

**REASONING ABILITY:** Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must possess excellent customer service skills. Must possess strong organizational skills. Ability to exercise initiative and independent judgement in unusual or new situations. Must possess the ability to work effectively with students, faculty and staff from diverse communities and cultures. Must be able to work independently and must retain confidential information.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, reach and use repetitive motions of hands and wrists. The employee is occasionally required to stand, walk, stoop or bend. The employee must occasionally lift and/or carry up to 50 pounds and occasionally push and/or pull up to 40 pounds. This position requires close vision. Must be able to meet regular and predictable attendance standards.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting. Noise levels are consistent with normal office equipment operation. In addition, duties are performed on an athletic field subject to heat, dust, noises from players and fans.

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular*

*position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.*

**Otterbein University is an Equal Opportunity Educator and Employer.**

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald  
Director of Human Resources and Legal Affairs, Title IX Coordinator  
614.823.1130