



Position Open Notice
Assistant Coach; Men's Soccer
Thatcher, Arizona

College and Area Information:

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Position Summary and Organizational Relationship:

The Assistant Coach: Women's Soccer position will mentor young student-athletes, preparing them to excel at the 4-year college level, both academically and athletically. The Assistant Coach: Women's Soccer will report directly to the Head Women's Soccer Coach who reports directly to the Director of Athletics. The role will coordinate the team's participation in matches and will manage home events. The position will also manage the women's soccer social media accounts and web pages. This is an important role that requires good organizational skills and the ability to engage well with student-athletes.

Required Qualifications:

Required qualifications to effectively perform job. An equivalent combination of education, training, and experience will be considered.

- Bachelor's Degree or an equivalent combination of education, related experiences, ability, and qualifications.
- Experience in coaching soccer.
- Demonstrated sensitivity to, and understanding of, the diversity of our student population.
- Demonstrated ability to establish and maintain effective working relationships with both on-campus and off-campus constituents.
- Must maintain a valid, current driver's license.

Preferred Qualifications:

- Experience playing soccer in college, and three to five years of experience in collegiate coaching.
- Successful experience recruiting collegiate student athletes.
- A clear understanding of and commitment to the community college philosophy and mission of Eastern Arizona College.
- CPR certification

Essential Functions:

- Serve as a mentor to student-athletes, helping them to excel academically, athletically, and personally.
- Assist with monitoring the academic progress and the general health and well-being of student-athletes.
- Coordinate and manage home events.
- Manage the student environment during games.
- Coordinate travel and accommodation arrangements for away games.
- Manage the social media accounts and web page for men's soccer.

- Provide strength and conditioning training appropriate for the men's soccer program.
- Provide assistance and information to students and colleagues as required.
- Assist in the management of the yearly operating budget while giving input to the next yearly budget.
- Complete travel requests, reconciliations, and general administrative work as needed in a timely manner.
- Assist in directing the recruitment, eligibility, conditioning, training, practice, game play and behavioral conduct of the athletes in this program.
- Assist athletes by advising, evaluating, and mentoring students in academic and athletic preparation for graduation and/or transfer to four-year institutions.
- Ensure compliance with all regulations, rules, procedures, and policies as established by the ACCAC, NJCAA, and Graham County Community College District.
- Assist in the preparation of schedules, rosters, score updates, communications, etc. regarding the program.
- Assist in fundraising.
- Assist in events/camps that promote the college and help to attract prospective students.
- Travel to fulfill job responsibilities.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

May be representative, but not all-inclusive, of those knowledge, skills, and abilities commonly associated with the job.

- Proficient in using Microsoft Office 365 including Outlook, Word, and Excel, electronic communication and information tools and general office equipment with good typing and data entry skills.
- Ability to manage social media accounts.
- Understanding of and the ability to use industry standard graphic design software such as Boxout Sports, Canva etc.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Organized thinker with exceptional attention to detail.
- Excellent communication skills, both verbally and in writing.
- Ability to engage well with students and potential students and build relationships with high school coaches.
- The ability to develop and promote the ideas of sportsmanship, ethics, leadership, and excellence in effort - both on and off the field - in student athletes.

Physical Abilities:

Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand, and bend at the knee and waist, and walk.
- Must be able to have repetitive wrist, hand and/or finger movement.
- Must have finger dexterity and hand-eye coordination.
- Occasionally required to reach and grasp items, and to stoop, kneel, crouch, and crawl.
- Occasionally required to lift or move items of over 50 pounds.
- Regular attendance is a necessary and essential function.

Working Environment:

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Generally, works outdoors in a sporting environment or indoors in an office.
- May be exposed to extreme temperatures or inclement weather conditions.
- Exposed to loud noise levels.

Application Information:

Applicants should send a resume, a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities, transcripts (if copies are sent, official transcripts must be on file prior to the date of hire) a minimum of three professional letters of recommendation and a signed copy of the EAC application form available on EAC's website ([EAC Application Form](#)) to careers@eac.edu or can be mailed to the address listed below:

Eastern Arizona College
Human Resources – AP 243
615 N. Stadium Avenue
Thatcher, AZ 85552-0769

The submission of all required application materials for the screening committee's review is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.

Closing Date:

Open until filled. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

This is an exempt position with a hiring range of \$19.94 per hour (\$35,088.75 annualized) - \$22.15 per hour (\$38,987.50 annualized) plus a cash flex benefit. The anticipated position start date is July 1, 2023.

Questions:

Human Resources Department
Voice: (928) 428-8915
FAX: (928) 428-2578
E-mail: Careers@eac.edu
<https://eac.edu/careers/open-positions/index.php>

EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities. Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at http://www.eac.edu/About_EAC/Consumer_Information/report.pdf. Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus).

A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.