



Outreach/ Early College Program Coordinator/ Assistant Women's Soccer Coach

Ready to inspire the next generation both on campus and on the field? Arizona Western College is seeking a motivated Outreach/Early College Program Coordinator & Assistant Women's Soccer Coach to lead recruitment efforts, support early college success, and help develop our women's soccer program. If you're passionate about student engagement and athletic excellence, this is your chance to make a real impact!

Salary:

\$41,322– \$43,801 per year, depending on experience.

Summary of Function:

Provides and coordinates comprehensive Outreach Services events, recruitment, and enrollment programs to assist in the enrollment goals of Arizona Western College. Responsible for admissions processing utilizing Ellucian Recruiter. Provides support to the Early College Program. Assists in the coordination and administration of the overall women's soccer athletic program. Developing and presenting materials for student outreach and early awareness. Focuses on coordinating community outreach and public information efforts. Assist the head coach with planning practice sessions and supporting the teams' overall performance.

Typical Duties:

- Serves Students. Represents and promotes Arizona Western College in district-wide recruitment activities, local and regional high school visits, public presentations, and community events, including visits to local high schools to meet with students to promote Arizona Western College.
- Responsible for the processing of the admission utilizing Ellucian Recruiter, including registration, financial aid, record keeping, and other administrative functions for special student populations such as high school students, Early College Program, CTE, and athletes. Provide guidance to different support services.
- Assists the head coach in overall coaching and game implementation. Leads, monitors, and coordinates training, strength & conditioning, and practice sessions, ensuring that all 15% appropriate safety guidelines and standards are maintained.
- Assists the head coach in a variety of administrative functions, including game preparation and scheduling, record keeping, and travel planning.
- Develops, implements, and coordinates the Arizona Western College Campus Visits/Campus Tour Program, including scheduling/conducting campus visits, training tour guide presentations, and collaborating with AWC university partners.
- Provides guidance and assistance to student-athletes on a range of personal and academic issues, as required, including monitoring student-athlete behavior, development of student athlete individual educational plans, and monitoring student academic progress and support.
- Assists in the identifying and recruitment of potential student-athletes for the women's soccer program, in accordance with NJCAA rules, regulations, guidelines, and standards.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- Bachelor's degree and two (2) years of coaching experience or playing experience in the related athletic program and one (1) year of experience in working with students or the general public

OR

- High school diploma or equivalent and four (4) years of coaching experience in the related athletics program and two (2) years of experience in working with students or the general public

OR

- An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Additional Eligibility Requirements:

- Arizona Driver's License or Equivalent

Classification:

- Exempt

Position Type & Work Schedule:

- Full-time, 12-month position
- 40 hours per week
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include adjustments to work schedule, nights, and/or weekends

Knowledge, Skills, and Abilities:

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow and operating procedures
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software and applications especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Skill in performing a variety of duties, often changing from one task to another of a different nature
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to be flexible and supportive, positively and proactively assimilate change in rapid growth environment
- Ability to maintain confidentiality of protected information and follow FERPA guidelines
- Ability to adapt to a dynamic workload and demands
- Ability to operate relevant equipment required to complete assigned responsibilities for the position
- Ability to adapt and maintain professional composure in emergent situations
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions

- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, students, community contacts and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department, or institutional needs
- Must be able to perform duties in a variety of weather conditions
- Indoor athletic venues and locations for athletic events, such as practice and games, may have a high noise level

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking
- May lift, carry, push, and/or pull, at times a minimum of 25 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist
- Safely and appropriately operate golf carts or district vehicles

Travel:

- Required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department, and institutional needs
- Must travel with the team

Note:

- Yuma Campus
- Benefits Eligible
- Time is split 50/50- Admissions & Registration/Athletics Department

APPLICATION PROCEDURE:

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
 2. Resume (no more than 3 pages)
 3. Cover Letter
 4. Unofficial Transcripts
-

ADDITIONAL DETAILS:

- The statements within this document describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.

- The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice
-

ADDRESS INQUIRIES TO:

Arizona Western College

Human Resources

Phone: (928) 344-7505 / FAX: (928) 317-6001 / TTY: (928) 344-7629

Email: Human.Resources@azwestern.edu

ARIZONA WESTERN COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER