



# WALLACE STATE HANCEVILLE

## *Vacancy Announcement*

05/16/07

**POSITION:** Head Soccer Coach/Student Services Assistant

**MINIMUM QUALIFICATIONS:**

- A master's degree in the field, or a master's degree with 18 graduate semester hours in the field from a regionally accredited institution is required
- One year of collegiate coaching experience in soccer
- One year of experience in recruiting is preferred
- Knowledge of scholarship programs, grants and other funding sources for students
- Knowledge of policies and procedures related to admissions and registration
- Knowledge of programs of study available and related job opportunities
- Effective oral, written and interpersonal communication skills
- Demonstrated ability to use instructional technology is preferred
- Ability to work nonstandard hours
- Must have a valid driver's license and CDL license, or must be willing to obtain a CDL license

**RESPONSIBILITIES:**

1. Actively participate in division/college committees and campus activities
2. Work cooperatively with the Athletic Director to plan and accomplish the goals of the College, State Board of Education, and Athletic Conferences
3. Coordinate/supervise Assistant Coach and Manager
4. Monitor athletes' class attendance, grades and personal conduct
5. Respond promptly to player injuries with approved first aid techniques and report injuries to athletic director and administration in a timely manner
6. Work effectively with student athletes of varying abilities, social, economic, and cultural backgrounds to instill commitment, discipline, and teamwork
7. Demonstrate knowledge, adhere to and keep abreast of the National Junior College Athletic Association and the Alabama Junior and Community College Conference policies, rules and regulations
8. Provide game results to the media; keep season and game-by-game statistics and records; provide statistical reports to Athletic Director, Program Director, and Alabama Community College Conference as needed and/or requested
9. Apply discipline in a positive, firm and consistent manner according to policy
10. Engage in a continuous process of updating program activities, and services to best meet the needs of the community
11. Schedule games with consideration for other campus and athletic department events
12. Coach all aspect of soccer
13. Coach weight training, conditioning, and practice
14. Transport team to ballgames
15. Participate in the planning of effective long range and short term goals for the department and College
16. Work with athletic advisor to advise students in planning their academic programs
17. Must be accessible to students outside of scheduled activities
18. Meet with high school counselors and coaches to encourage their participation in recruiting students to the college
19. Meet with students and parents to market WSCC as the college of choice
20. Make appointments for campus visits

21. Arrange campus visits for prospective students and their parents, providing information concerning educational opportunities and guided tours of campus
22. Prepare mail outs to prospective students and respond to requests for information
23. Assist in the planning and implementing of student activities including intramurals
24. Attend coaches and enrollment management meetings regularly
25. Create power point presentations and present workshops
26. Attend community events to promote the college
27. Promote the mission and goals of Wallace State Community College
28. Perform other appropriate duties and responsibilities as may be assigned by the Athletic Director, Dean, or President

**SALARY:** Commensurate with education and experience according to State Salary Schedule D1 (\$35,586 - \$69,583) and Alabama State Board of Education policies.

**ANTICIPATED START DATE:** As negotiated.

**APPLICATION PROCEDURE:** A complete application packet must include an application, cover letter, resume, college transcripts (unofficial accepted), three letters of recommendation and three (3) professional references with addresses and phone numbers. Incomplete or delinquent packets will not be considered. Only persons who meet the required minimum qualifications will be invited for the interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

**RETURN PACKETS TO:**

**Human Resources Department  
Wallace State Community College  
P. O. Box 2000  
Hanceville, AL 35077-2000  
Phone: 256-352-8295**

**APPLICATION DEADLINE:** The deadline for receipt of all application material is 3:00 p.m., June 15, 2007.

**ADDITIONAL INFORMATION:** The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

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.

*801 Main Street NW • PO Box 2000 • Hanceville, AL 35077-2000  
256.352.8295 • Fax 256.352.8228*