



## Women's Soccer Assistant Coach

The University of Great Falls (UGF), founded in 1932, is a four-year, private, Catholic liberal arts university located in Great Falls, Montana. The University of Great Falls, is a ministry of Providence Saint Joseph Health (PSJH), sponsored by Providence Ministries. The University has an enrollment of 1000 students and offers bachelor and master degrees in a variety of professional and liberal arts programs. Students are prepared for careers as well as lives of meaning, purpose, and service. Applicants must possess a personal philosophy compatible with a Catholic University environment. This is a full-time, 10 month position.

### Expectations:

- Create an environment that values and promotes the academic experience of the student athlete.
- Maintain a high standard of integrity in all aspects of program management.
- Intentionally integrate department and university core values to produce a team that promotes and exemplifies the values of the University of Great Falls.

### Coaching Responsibilities:

#### Primary responsibilities 80% of your time will be spent

- Teaching students field soccer skills/individual and small group player development.
- Reviewing video and teaching student's soccer through video review.
- Teaching and coaching at soccer practice with head coach

#### Secondary responsibilities 20% of your time will be spent

- Assist in monitoring the academic progress of student athletes.
- Help to develop leadership skills and instill core values in student athletes.
- Maintain knowledge of and adherence to all NAIA, Frontier Conference, Cascade Conference, University, and departmental rules and regulations.
- Assist in Team Management: Recruiting, Scouting, Travel Logistics, Competition and Practice Coaching, and Public Relations.
- Assist in coordinating team fundraisers and participate in departmental fundraising efforts.
- Assist in the operation of program specific camps and clinics.
- Maintain professional memberships and engage in professional development opportunities.
- Serve on department and university committees as assigned.
- Additional teaching or administrative duties may be combined.
- Other duties as assigned by the Head Coach and Vice President for Athletics.

### General Position Skills:

- Excellent written and oral communication skills.
- Positive attitude and desire to relate well with athletics staff.
- Proven track record of successful fundraising.
- Ability to relate to and communicate with multiple constituencies.
- Excellent organizational and management skills.
- Experience with scheduling, budgeting, and travel logistics.
- Proficient with Microsoft applications such as Word, Excel and Outlook.

**Qualifications:**

- Bachelor's Degree preferred with coaching and/or playing experience.

*Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.*

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

**To apply, please send cover letter, resume, and 3 professional references to:  
brian.clarke@ugf.edu**