DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

Assistant Coach Women’s Softball
Temporary Faculty, Coach Classification, Full-Time Position (12 month)

Refer to #104400 on all correspondence and inquiries regarding this position.

THE UNIVERSITY

Sonoma State University is one of the 23 campuses of the California State University. Located in the Sonoma County wine country, 48 miles north of San Francisco, the University has an enrollment of approximately 9,000 students. As of spring 2014, the University had 595 faculty with 41% tenure-track. The University is comprised of six schools: Arts and Humanities, Business and Economics, Education, Extended and International Education, Social Sciences, and Science and Technology. Degrees are offered in 46 majors at the bachelor's level and 15 at the master's level. Sonoma State University occupies 274 acres in the beautiful wine country of Sonoma County, in Northern California. Located at the foot of the Sonoma hills, the campus is just an hour’s drive north of San Francisco and 40 minutes away from the Pacific Ocean.

THE DEPARTMENT

The Sonoma State University Department of Intercollegiate Athletics is comprised of 14 sports, competing primarily at the NCAA Division II level. The department is a member of the California Collegiate Athletic Association (CCAA) for ten sports, the Pacific West Conference (men’s and women’s tennis), and the Western Water Polo Association (women’s water polo). One sport (women’s golf) competes as an independent. Throughout the years, the department has seen much success, with 41 conference championships, nine regional championships, three national titles, and over 118 All-Americans since the program’s founding in 1964. The Department of Intercollegiate Athletics prides itself on fostering a positive student-athlete experience, with emphasis in the areas of academic excellence, competitive success, and community outreach.

DUTIES OF THE POSITION

Position Purpose: Reporting to the Senior Director of Intercollegiate Athletics, the Assistant Coach for Women’s Softball has the responsibility for assisting with all operations related to the Women’s Softball team. This includes activities related to coaching and cultivating student-athletes; fundraising and development; compliance with Title IX regulations and NCAA and California Collegiate Athletic Association (CCAA) requirements; and, maintaining positive community relations. In addition, the Assistant Coach for Women’s Softball acts as a representative of the Sonoma State University Department of Intercollegiate Athletics and is expected to support department program objectives while providing a positive experience for all student-athletes in the Women’s Softball program.
**Primary Duties:** The Assistant Coach for Women’s Softball is responsible for assisting with the development and implementation of individual pre-season conditioning (Fall) and post-season conditioning (summer) programs for student-athletes including regular workouts, weight training, and student-athlete conditioning. Attends all team games and practices. This normally includes daily practices and training in the Spring and a 33-game regular season schedule in the Spring.

The Assistant Coach is responsible for assisting with the development and implementation of documented individual student-athlete development programs for returning student athletes to develop each student-athlete’s skills and conditioning. This includes personally implementing drills for individuals; demonstrating drills; working with team a maximum of eight hours per week during the off-season per NCAA regulations. The Assistant Coach is responsible for assisting with the preparation of daily practices during the season including scheduling facility time and planning the practice schedule. Attends games for scouting both during the season and also in post-season. Assures that student-athletes have a working knowledge of departmental rules and regulations, CCAA policies and NCAA rules and regulations. Helps the Head Coach develop and implement team strategies which includes student-athlete assignment, and defensive and offensive tactics. The Assistant Coach supports student-athletes by listening and eliciting needs, serves as a mentor and counselor, works to effectively solve problems and provides encouragement.

The Assistant Coach is responsible for assisting with the planning and hosting campus visits by prospective student-athletes developing comprehensive written itineraries which include: information on academic counselors, professors, housing, scholarships, and financial aid; evaluating play and interaction of prospective student-athletes with returning student athletes; preparing tryout information and physical examination documentation in a timely manner to the compliance and sports medicine staffs: tours of athletic and academic facilities; and, lodging, dining and entertainment for visitors.

The Assistant Coach is also responsible for assisting in the recommendation of athletic scholarships to prospective and returning student-athletes. The Assistant Coach helps oversee fund raising activities by the Women’s Softball program is to raise funds for athletic scholarships that will be supplemented by University funds.

The Assistant Coach is responsible for maintaining positive community relations by providing clinics and performing community services in conjunction with team activities.

The Assistant Coach must always be in compliance with Title IX and NCAA regulations. The Assistant Coach must attend all mandatory compliance education sessions provided by the department.

The Assistant Coach helps promote camps and clinics in partnership with the Associate Athletic Director and by distributing informational media throughout the Sonoma, Marin, Lake and Mendocino counties via social media and under the guidance of the department’s marketing program. The Head Coach supervises camp participants by demonstrating skills, organizing and delegating duties to staff personnel, development of weekly and daily plans of skills progression and camp activities, and performing evaluations of campers and staff.

**Secondary Duties:** On an as needed basis, the Assistant Coach for Women’s Softball will be required to perform other duties as assigned to support the Department of Intercollegiate Athletics. Examples include department community outreach activities and assisting with promotions and program marketing with clinics, camps and demonstrations.

**PROFESSIONAL QUALIFICATIONS**
Minimum Qualifications: An undergraduate degree from an accredited four-year university is required. A master’s degree is preferred. The position prefers a minimum of two (2) years experience as an Assistant Coach and/or an Associate or Head Coach at the high school or intercollegiate level. Two-year (community college) or four-year intercollegiate level participation as a student-athlete is preferred. The Assistant Coach must have knowledge of NCAA and CCAA rules and regulations; demonstrated skills at promoting positive personal relations with student-athletes, faculty and staff; demonstrated skill in motivating student-athletes towards academic and athletic success; demonstrated commitment to diversity; demonstrated good organizational and communication skills and demonstrated sound technical knowledge of the sport of Women’s Softball. Demonstrated fund raising experience is preferred. The Assistant Coach must be willing to commit to academic excellence of their student-athletes and a willingness to respect the mission and values of the University.

RANK AND SALARY

The position is a 12 month appointment. The salary for this position is $26,000.

HOW TO APPLY

Do not send materials to facultysearch@sonoma.edu. To apply for this position, go to www.sonoma.edu/jobs and select Job Opportunities. If you are not currently employed at Sonoma State University, select the External Applicants box. You will be redirected to a list of all available jobs at Sonoma State University. Find and select the faculty position you are applying for to view the description and select Apply Now. If you have not applied for a job at Sonoma State University previously you will be asked to Register Now in order to proceed. After submitting the application letter and curriculum vitae, please proceed to My Career Tools to attach the additional required documents. Your statement of research interests may be a statement of scholarship and/or creative activity if appropriate to your discipline. PDFs are the preferred format for all submissions. Once you have submitted all materials, a confirmation email will be automatically sent to you. If you encounter difficulties during the application process, please email facultysearch@sonoma.edu.

Please submit:
-Cover Letter
-Resume
-Contact Information for 3 References

Official transcripts may be required at the time of hire.

Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee’s identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.

APPLICATION DEADLINE

The deadline to apply to this position is by June 30, 2017.
Questions concerning this position may be directed to:
Dr. Steven Winter, Faculty Athletic Representative / Search Committee Chair
Email: steven.winter@sonoma.edu
Phone: (707) 664-2188

Questions concerning the application process may be directed to: facultysearch@sonoma.edu.

#104400 PLEASE REFER TO THIS NUMBER ON ALL CORRESPONDENCE AND INQUIRIES REGARDING THIS POSITION.

EQUAL EMPLOYMENT OPPORTUNITY

The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

MANDATED REPORTING REQUIREMENT

This position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

CAMPUS SAFETY REPORTS

Jeanne Clery Act – Annual Security Report
Sonoma State University’s Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Sonoma State University and on the public property within, or immediately adjacent to and accessible from the campus.

The report also includes institutional policies concerning campus security, alcohol/drug use, crime prevention, reporting of crimes, sexual assault and other matters. You can download a copy of this report by accessing the Police and Parking Services web site: Jeanne Clery Act - Annual Security Report, or receive a copy by contacting Police and Parking Services at (707) 664-2143.

Campus Housing Fire Safety Report
Sonoma State University’s Annual Campus Housing Fire Safety Report, in compliance with The Campus Fire Safety Right-to-Know Act, contains information about fire statistics, fire safety systems, and safety practices and standards for campus housing. The Campus Housing Fire Safety Report is available at the Housing Services website or you can contact Housing Services at (707) 664-2541 to receive printed information or additional information.

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check

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Faculty Affairs in the Office of the Provost
may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**SMOKE-FREE CAMPUS**

Sonoma State University is proud to be a smoke-free campus within the California State University System. Effective July 1, 2015, Smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited on Sonoma State owned, controlled or leased property, as well as in vehicles owned, leased, or rented by the University, parking lots and residential space.

View Benefits Summary

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Department of Athletics
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