



## Job Opportunity

### Graduate Assistant/Assistant Coach Men's and Women's Diving and Swimming

Essential functions include, but not limited to:

- Assist the head coach with meet & practice preparation and execution.
- Evaluate, recruit, and graduate student-athletes.
- Maintain and ensure student-athlete academic integrity.
- Conduct student-worker hiring, training, and supervision.
- Adhere to NCAA, conference, departmental, and university policies, procedures, and expectations.
- Provide service to the Institution as assigned by Director of Athletics.
- Interact effectively and appropriately with student-athletes, parents, alumni, faculty, peers, community members, and administrators.
- Demonstrate support for diversity, equity and inclusiveness as well as participate in maintaining a respectful, positive work environment.

### Requirements:

For this position, we require that candidates have a bachelor's degree and acceptance into one of the Notre Dame College's Master programs. Knowledge in the following areas is a plus: Microsoft office, athletic video and performance review software, social media, recruiting software. A valid driver's license is also required.

This position, available beginning August 2019, is approximately 15 hours per week and will require weekend and evening work, including team travel. The successful candidate will be subject to a background check and driving records check as a condition of employment.

### Compensation:

- Private room in a graduate house owned by the College.
- Meal plan while school is in session.
- Graduate tuition provided (fees are the responsibility of the employee).

Consideration of applications will begin immediately and will continue until the position is filled.

Please submit the following application materials to [careers@ndc.edu](mailto:careers@ndc.edu):

- Cover letter
- Resume
- Contact information for three professional references
- Unofficial transcripts