



NOTRE DAME COLLEGE JOB OPPORTUNITY

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

Title: Graduate Assistant – Men’s and Women’s Swimming
Department: Athletics
Status: 20 hours per weekend and will required weekend and evening work including team travel.
Classification: Staff
Start Date: November 2021

Essential functions include:

- Assists the head coach with meet & practice preparation and execution.
- Evaluates, recruits, and graduate’s student-athletes.
- Maintains and ensures student-athlete academic integrity.
- Conducts student-worker hiring, training, and supervision.
- Adheres to NCAA, conference, departmental, and university policies, procedures, and expectations.
- Provides service to the Institution as assigned by Director of Athletics.
- Interacts effectively and appropriately with student-athletes, parents, alumni, faculty, peers, community members, and administrators.
- Demonstrates support for diversity, equity and inclusiveness as well as participate in maintaining a respectful, positive work environment.

Requirements:

- Must possess 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.
- The successful candidate will be subject to a background check and driving records check as a condition of employment.

Compensation Includes:

- -Room and Board
- -Meal Plan to Campus Dining Hall
- -Monthly Stipend
- -Tuition for Graduate Program:
 - [Master of Education Programs](#)
 - [Master of Arts in National Security and Intelligence Studies](#)
 - [Master of Science in Nursing Education](#)
 - [Master of Business Administration](#)

HOW TO APPLY: Please send a resume cover letter to: careers@ndc.edu. Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus. Only candidates who meet all of the specified criteria will be invited to interview.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.