Assistant Throws Coach, Men’s & Women’s Track & Field

Athletics

Summary of Duties, Responsibilities and Goals

Reports to the Head Track and Field and Cross Country Coach and assists with coaching the throwing events (shot put, discus, hammer and javelin). Primary duties include, but are not limited to, organizing and implementing throwing practices and coaching the throws at competitions. Specific duties include recruitment of prospective student-athletes, and assisting with home meet management duties.

Essential Functions

- Design and implementation of workout plans for the throwing events.
- Recruitment of prospective student-athletes on and off campus through email, phone calls and in person contact.
- Assist in organization of home track & field competitive events (event set up and breakdown etc.)

Qualifications

The qualified candidate should ideally have competitive collegiate throwing specific experience (coaching and/or competing) and some experience of collegiate recruiting. The applicant must have a valid driving license. The candidate must also have a strong commitment to the academic achievement of student-athletes, good communication, organizational skills, and the ability to work amiably with students, administrators, and faculty within the rules and regulations of the College, the SCIAC Conference, and the NCAA Division III.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu

Disclaimer

This job description is only a summary of the typical function of the Part-Time Throws Coach for Men’s and Women’s Track and Field, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined above and other duties, as assigned, might be a part of the job.
As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.