This person reports to the Head Men's and Women's Swim & Dive Coach and is responsible for assisting in the day to day operations of the swim & dive program, to include, but not limited to; coaching, scheduling, conditioning, contest preparation, scouting, practice planning and execution, fundraising, purchasing and care of equipment, planning and supervision of team travel, and monitoring the personal, academic and athletic development of student athletes in their program. A key area of responsibility will also be to assist in the implementation of the program's recruiting plan to attract student-athletes with strong character and an academic profile that aligns with the mission of Occidental College and Occidental Athletics. This person will work collaboratively with various departments across campus including but not limited to Admissions, Student Affairs, Institutional Advancement and Alumni Relations to optimize our community efforts.

In addition to their role as a coach this position will also include additional administrative duties outside the scope of their program that will be determined based on the individual’s skill set.

1. Adhere to, and enforce, all policies and procedures of Occidental College and Occidental Athletics as well as rules and regulations of the NCAA and SCIAC.
2. Follow the department’s spending plan and be fiscally responsible.
3. Attend and participate in departmental staff meetings, divisional meetings and college functions deemed essential.
4. Actively support a diverse and inclusive environment in Occidental Athletics.
5. Be an ambassador of Occidental Athletics and its core values.
6. Contribute to the ongoing culture of Occidental College and its mission.

A Bachelor’s degree is required. The qualified candidate should ideally have competitive swim & dive experience as a coach, preferably on the collegiate level. Candidates must 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.

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.

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