Summary of Duties, Responsibilities and Goals

Occidental College seeks qualified applicants for the full-time position of Assistant Softball Coach. The position assists the Head Coach in managing all phases of an NCAA, Division III softball program with the following specific responsibilities:

- Understand, support and embody the team’s overarching philosophy as developed by the Head Coach
- Coach position groups as assigned by Head Coach
- Assist in Recruiting Efforts
- Assist planning practice
- Assist in game preparation
- Serve as AIC (Administrator in Charge) for another sport
- Serve as Assistant Strength and Conditioning Coach for up to three varsity teams
- Other duties as assigned

This position is also expected to uphold the high professional standards of conduct expected of each person on campus as outlined in the Employee Handbook.

Qualifications

This position requires sound knowledge of the game of softball, ability to communicate effectively, relatability to college student-athletes and organizational abilities. The candidate should possess strong interpersonal skills, a collaborative approach to decision making as well as the ability to work autonomously and a commitment to positive team culture. This position will include some forms of labor that involve lifting weighted objects and getting hands and clothing dirty. Frequent evening and weekend work is also expected. Experience in collegiate athletics, particularly in an intense academic setting with an understanding of a residential liberal arts education will be valued in the selection process.

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.