



ASSISTANT COACH BASEBALL/RECRUITING COORDINATOR *ATHLETICS*

POSITION SUMMARY

This person reports to the Head Baseball Coach and is responsible for assisting in the day to day operations of baseball, to include, but not limited to; coaching, scheduling, conditioning, contest preparation, scouting, practice planning, budget planning and oversight, 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. Coordinates the recruitment of student-athletes with strong character and an academic profile that aligns with the mission Occidental College and Occidental Athletics. Works 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.

DEPARTMENT RESPONSIBILITIES

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.

QUALIFICATIONS

A Bachelor's degree is required. The qualified candidate should ideally have competitive baseball 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**.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.

All qualified applicants will be considered for employment, 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.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@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.