



Sweet Briar College is a liberal arts college for women of consequence, located in the foothills of Virginia's Blue Ridge Mountains approximately 12 miles north of Lynchburg and 54 miles south of Charlottesville. Founded in 1901, the College boasts a modern core curriculum focused on women's leadership in the 21st century and undergraduate programs in the arts, sciences and humanities, as well as a Master of Arts in Teaching. It is one of only two women's colleges in the United States with an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Assistant Coach – Soccer and Part Time Resident Coordinator

Classification: Salaried, Part-time, Exempt

Reports To: Athletics Director and Dean of Student Life

Job Summary/Objective: This is a combined assistant coach-student life position. The assistant coach will work with the athletic team in the capacity of coaching and recruiting. The position also includes working with the Student Life division as a part-time resident coordinator. This position includes housing as part of the resident coordinator responsibilities.

Position Type/Expected Work Hours: Part time, hours will vary – flexibility for evening and weekend hours required. On campus residency is required. Travel will be required for sport coaching aspect.

Supervisory Responsibilities

- This position does not supervise any employees.

Essential Responsibilities:

Assistant Coach:

- Practice planning
- On field coaching for traditional and non-traditional seasons
- Game day duties
- Team building and character development
- Film breakdown
- Recruiting
- Off-site recruiting when possible
- Driving van to away games
- Other duties as assigned by supervisor or designee

Residence Life:

- Participate in the after-hours on call system and responsibilities on a scheduled basis
- Assist with managing the room selection processes, and opening and closing procedures
- Respond to crisis management situations
- Develop and maintain awareness for community issues

- Anticipate and promote educational, cultural, social, recreational and service programs
- Establish and maintain communication with students through individual contact, meetings and discussions
- Serve as mediator/facilitator when necessary to provide resolutions for conflicts
- Fulfill the role of facility manager which may include room checks, collaboration with housekeeping, maintenance and work order submission
- Submit requested reports as needed; document through incident reports
- Coordinate the completion of roommate/community agreements
- Cultivate relationships with other offices such as Physical Plant, Campus Safety, Dining Services, etc.
- Actively participate as a member of the Student Life team
- Other duties as assigned by supervisor or designee

Required Qualifications:

- Bachelor's degree or equivalent combination of education and experience
- Excellent interpersonal and communication skills – written and verbal
- Program implementation and collaboration with a diverse population
- Ability to maintain strict levels of confidentiality
- Must adhere to NCAA and ODAC rules and regulations
- Ability to drive a 12-passenger van; valid driver's license and insurability required, and SBC van certification required

Preferred Qualifications:

- 4-years of collegiate playing experience

Work Environment: Indoor and outdoor work required, in varying types of weather.

Physical Demands: Ability to lift 25+ lbs; extended periods of sitting, standing, or working at a computer may be required.

Travel: Will be required to attend away contests.

Deadline for Submission: Review of applications will begin immediately and continue until position is filled.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: If applying for a faculty or staff position, please submit a [Sweet Briar College employment application](#), cover letter, résumé and three professional references to asstsoccer@sbc.edu.