



*Head Football Coach
Position Announcement*

Juniata College is seeking a full-time Head Football Coach to provide leadership for the varsity football program. Juniata is a co-educational, liberal arts college, highly regarded for its academic excellence, with an enrollment of 1,460. The successful candidate will lead a competitive NCAA Division III varsity football program that encourages scholar-athletes to strive for athletic excellence while pursuing their primary emphasis on high academic achievement. The Head Football Coach, a member of the administrative staff of Juniata College, reports to the Director of Athletics. The Head Football Coach directly supervises assistant coaches, an administrative assistant, student support personnel and student-athletes. The Head Football Coach has responsibility for the overall development and maintenance of the Juniata football program, along with event management during the winter and spring competitive seasons.

Applicants must have strong vision and philosophical commitment for the role of athletics at a small, highly-selective, residential liberal arts college; the ability to supervise and train staff while fostering a cooperative work environment; knowledge of facilities management; and the ability to develop and maintain effective campus-related and community relationships.

Position Responsibilities:

- Plan, organize, implement and follow-up on an extensive ongoing recruiting effort through written, verbal and personal contact with student-athletes and their families.
- Provide assistance in strategically scheduling non-conference games to advance the football program and maximize use of financial resources while maintaining an awareness of time demands on student-athletes.
- Prepare student-athletes for competition through thorough analysis and breakdown of scheduled conference and non-conference opponents.
- Recommend and enforce discipline of student-athletes for infractions of rules, regulations and misconduct.
- Cultivate alumni and other constituencies to further goals of the football program, Department of Athletics and Juniata College.
- Effectively manage the financial resources and human resources allotted to the program. This includes selection, hiring and training of student assistants and some game management personnel.

- Ensure proper safety precautions are followed at all times.
- Ensure adherence to rules, regulations and policies of all governing bodies. [Juniata College, Centennial Conference, and National Collegiate Athletic Association]
- Football staff provides event management for winter and spring home events (basketball, baseball), and event administrative assistance (track, tennis, swimming).
- Assist in securing and controlling intercollegiate athletics facilities.
- Participate in the overall administration of the Department of Athletics by representing the office as requested and cooperatively assisting colleagues. This includes attending enrollment functions, assisting in hiring processes, fundraising, promotions etc.

Qualifications:

- Bachelor's degree required, Master's degree preferred.
- A minimum of five (5) years of successful collegiate football coaching experience.
- Knowledge of NCAA and Centennial Conference rules and regulations.
- Skill in budget preparation and fiscal management of a varsity football program.
- Excellent interpersonal communication and organizational skills.
- Ability to develop and maintain effective relationships with the wider campus community and key constituencies in the greater Huntingdon community.

Alden & Associates, Inc. is assisting the College with this search. Salary is commensurate with experience and qualifications. Confidential review of materials will begin immediately and will continue until the appointment is made. Review of applications will begin on November 15. Applications will be accepted until the position is filled.

Please visit <http://www.aldenandassoc.com/what/executive/search.htm> and click on "Apply for this Position." Applications must include three (3) separate documents: (1) resume; (2) cover letter *specifically addressing the above qualifications and responsibilities*; and, (3) three references, including names, titles, current full addresses, telephone numbers and email addresses. Please note that only electronic applications will be considered and must be in MSWord format.

The final offer of employment is contingent on a successful background check.

Questions and nominations only may be directed to:

Mr. David P. O'Brien, J.D.
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Juniata is committed to gender and cultural diversity and encourages applications from women and minorities. Juniata will take positive steps to enhance the ethnic and gender diversity on its campus. The College commits itself to this policy not only because of legal obligations, but because it believes that such practices are basic to human dignity.