

Assistant Coach

Women’s Soccer

Department of Athletics

**Position Description**

The Department of Athletics at California State University, Dominguez Hills (CSUDH) invites applications for a full-time position at the rank of Coaching Assistant (12-month) with an anticipated starting date of. September 11, 2024.

At CSUDH, we celebrate and respect diversity in all forms that include every race, religion, gender, ethnicity, veterans, people with varied abilities, and members of the LGBTQ+ community. CSUDH is seeking applications from candidates who can demonstrate experience in teaching and working with individuals from diverse backgrounds and contribute to the University’s mission, vision, and core values.

For more information: [Mission, Vision, and Core Values](https://www.csudh.edu/president/strategic-planning/mission-vision-and-core-values/).

**The Position**

The ideal candidate can show demonstrated coaching and recruiting success, preferably at the collegiate level; excellent communication, organizational and leadership skills; strong commitment to the academic achievement of student-athletes through knowledge and understanding of NCAA regulations; ability to act as a mentor, and sensitivity to equality and diversity issues.

**Responsibilities**

The assistant coach is responsible for supporting the head coach in all operations of the Women’s Soccer program in accordance with NCAA, CCAA Conference and University rules, regulations and policies. Duties include but are not limited to the following: Assisting with recruiting, scheduling, planning, organizing, fundraising, monitoring academic performance and promoting intercollegiate athletics and other duties as assigned.

**Qualifications**

Required Qualifications

* Applicants must have experience in working with students from diverse age, socioeconomic, cultural, and academic backgrounds.
* Bachelor’s degree
* A minimum of 1 to 3 years of successful NCAA Division I, II, III soccer coaching experience.

Preferred /Desired Qualifications

* Master’s Degree

**How to Apply**

A completed on-line application must be received by electronic submission to be considered. To apply, please visit [CSUDH career-opportunities](https://www.csudh.edu/hr/career-opportunities/).

**Application Deadline Date:**

The position is open until filled. Review of applications will begin in Setptember 29, 2024. For full consideration, please submit your completed application no later than August 28, 2024.

* Current Curriculum Vitae with contact information
* Cover letter
* Statement on Diversity, Equity, and Inclusion (2 pages maximum)\*
* List of 3 references with contact information**\*\***
* Unofficial transcripts (an official transcript will be required for the finalist)**\*\*\***

*\*Given CSUDH’s commitment to diversity and inclusion for all students, faculty, staff, and administrators, describe your individual commitment and experiences in advancing diversity and inclusion and how they relate to your future teaching and research.*

*\*\*This position requires three letters of recommendation (LORs). Please do not upload your LORs with your application. Your list of references will be notified at the appropriate time during the search process. They will receive a request via email along with information on uploading the LOR. You will be able to verify that each letter has been received by CSUDH by logging back into your applicant portal.*

\*\*\*For the finalist with International transcripts, a United States Equivalency certification will be required.

*A United States (US) Equivalency certification is required for earned/awarded/conferred foreign terminal degrees, which is from a foreign Academic Institution for foreign studies. The US Equivalency certification is used to validate foreign studies from an academic credential evaluation agency and is evaluated on foreign studies and deemed to be equivalent to degrees from the United States. The certification must translate the information in English, and confirm that your highest terminal degree is US Equivalent to a US terminal degree (i.e., Bachelor’s, Master’s, Doctorate’s, Doctor’s of Philosophy). The certification can be emailed to* *facultyaffairs@csudh.edu* *or mailed directly to the office of Faculty Affairs and Development, 1000 East Victoria Street, WH-368, Carson, CA 90747.*

If you have questions regarding the position, please contact:

Mr. Thomas Balkcom

Senior Associate Athletics Director/Chief Operating Officer

Search Committee Chair

tbalkcom@csudh.edu

Department of Athletics

The Athletics Department administers an intercollegiate athletic program sponsoring four (4) Men’s teams and six (6) Women’s teams. A member of Division II of the NCAA, CSUDH competes in the California Collegiate Athletic Association (CCAA). Other Functions of the unit include public relations, sports information, athletic training, fund-raising, scheduling of campus athletics facilities and recruitment and retention of student-athletes. The Department and University place a high priority on academic standards and the personal growth of student-athletes.

**Mission**

The CSUDH Athletics Department supports the University mission by providing student-athletes with the opportunity to succeed in the classroom, in athletic competition and ultimately in LIFE. We emphasize academic integrity, social responsibility, community engagement and athletic excellence while adhering to the philosophies and ethical standards of the National Collegiate Athletic Association (NCAA), the California Collegiate Athletic Association (CCAA) and California State University, Dominguez Hills (CSUDH).

For more information see: [Athletics](https://gotoros.com/)

**Additional Information**

The full-time Assistant Coach (12-Month) classification salary range is $5,714 to $ 7,293 per month (12 monthly payments per academic year).The anticipated hiring salary range is $5,714 ot 5,900 per month (12 monthly payments per academic year). The salary for this position will be commensurate with experience and current CSUDH faculty salaries in the academic department/discipline. Faculty salaries are subject to budgetary authorization and any California State University System faculty contract increases.

An excellent comprehensive benefits package is available that includes:health/vision/dental plans; spouse, domestic partner and dependent fee‐waiver; access to campus child‐care;and a defined‐benefit retirement through the state system along with optional tax sheltering opportunities. For a detailed description of benefits, please visit: <https://www.csudh.edu/hr/benefits/>.

Background Check

Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

CSU COVID-19 Vaccination Policy

The California State University (CSU) is committed to safeguarding the health and well-being of our students, faculty, staff, administrators, and the communities we serve, as well as maintaining higher education access and attainment for our students, as such, we embrace a comprehensive strategy designed to reduce the likelihood of transmission of the COVID-19 virus.  The CSU strongly recommends that all individuals who access any in-person program or activity (on- or off-campus) operated or controlled by the University follow COVID-19 vaccine recommendations adopted by the U.S. Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications and comply with other safety measures established by each campus. The systemwide policy can be found at CSU Vaccination Policy and any questions you have may be submitted to hrm@csudh.edu.

Mandated Reporter Per CANRA

The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in [CSU Executive Order 1083](https://calstate.policystat.com/policy/10927154/latest/), revised July 21, 2017, as a condition of employment.

Closing Statement

CSUDH is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

For more information: [U.S. Equal Employment Opportunity Commission](https://www1.eeoc.gov/employers/poster.cfm)

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Human Resources’ Office (310) 243-3771.

Clery Act crime statistics for CSUDH are available at [Campus Security Report (Clery)](https://www.csudh.edu/rm/clery-act/), or by calling University Police at (310) 243-3639.

Upon appointment, all candidates must furnish proof of eligibility to work in the U.S.

The California State University is Smoke and Tobacco Free. Smoking, Vaping and other Tobacco use are Not Permitted anywhere on University property. Education Code 42356, CCR Title 5, Article 9.

For more information see: [Smoke & Tobacco-Free](https://www.csudh.edu/breathe-freely/policy/)