

POSITION INFORMATION

Position Title	Assistant Softball Coach
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	12
Position Classification	Professional Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Wednesday, August 1, 2018

FOR ADDITIONAL INFORMATION

Contact	Paul Nixon
Contact Title	Athletic Director
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6402
Email	PNixon@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

Minimum of an earned Bachelor's degree from a regionally accredited institution of higher learning.
 A successful record of softball coaching experience that demonstrates competitiveness.
 Currently coach softball or have coached in the past two years at a professional, college or high school level.
 Demonstrates excellent interpersonal, written, and oral communication skills.
 Demonstrates excellent work habits, the ability to multi-task, and the ability to work with others as a team.

Preferred Qualifications

Has knowledge of NJCAA & MACJC rules and regulations.
 Has College Student Athlete recruiting experience.

General Statement of the Function

Assistant Coaches for the respective inter-collegiate athletic teams report directly to the head coach of the team to which the assistant coach is assigned and assist in the coaching of the players of the given team. Assistant coaches will be assigned to other responsibilities (equivalent to a 2/5's assignment) at the College in addition to their coaching duties as determined by the Dean of Personnel Services/Athletics, Vice President of Student Services, and the President.

Duties and Responsibilities

1. Carry out the specific coaching responsibilities as assigned by the head coach;
2. Assist the head coach in the recruiting of student-athletes;
3. Work with the head coach to make certain that the student-athletes attend their classes, study, and receive any needed tutorial assistance to help assure academic success;
4. Assist the student-athletes in completing financial aid requirements and other such related procedures;
5. Assist the head coach with off-season team training and conditional activities;
6. Assist in the supervision of the proper use of equipment and facilities by the student-athlete;
7. Accompany the athletic team when traveling to other locations;
8. Assist in the supervision of the dormitories that house team athletes; and
9. Other duties as assigned.

APPLICATION DETAILS

Application Deadline	Wednesday, July 11, 2018		
Internal Applications	Thursday, June 21, 2018	-	Wednesday, June 27, 2018
External Applications	Thursday, June 28, 2018	-	Wednesday, July 11, 2018
Interviews Completed By	Monday, July 16, 2018		
Successful Candidate Notified By	Wednesday, July 18, 2018		

WHERE TO APPLY

Submit all required applicant documents by mail/email to:

Julie Rowzee, Director of Human Resources

P. O. Box 129

Decatur, Ms 39327

jrowzee@eccc.edu

REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC application form (Application form available for download at www.eccc.edu/employment).
3. Up-to-date transcripts for all college work (Copies of transcripts are acceptable for the application process).
4. Personal resume`.
5. Three (3) letters of reference for this specific position signed by the reference.

NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.

THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County CareerTechnical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Dr. Teresa Houston, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, thouston@eccc.edu. Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, rlee@eccc.edu.

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