

POSITION INFORMATION

Position Title	Head Women's 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	Sunday, July 1, 2018

FOR ADDITIONAL INFORMATION

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

POSITION SUMMARY INFORMATION

Required Qualifications

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

Preferred Qualifications

1. Has experience in the recruitment of student athletes.
2. Has knowledge of NJCAA & MACJC rules and regulations, including recruiting policies & procedures.

General Statement of the Function

INTER-COLLEGIATE COACHES

General Statement of the Function: All inter-collegiate coaches report directly to the Athletic Director and are responsible for all activities related to their respective athletic program(s) including, but not limited to, recruiting, advising, and supervising student-athletes during both in season and off season; working with the Grounds Supervisor to maintain the playing and/or practice facilities; fundraising; and scheduling. Inter-collegiate coaches are expected to teach two classes each semester in his/her area of qualifications or complete other duties equivalent to a 2/5's teaching assignment as assigned by the Vice President for Student Services, Vice President for Instruction, and/or the Athletic Director.

Duties and Responsibilities

Duties and Responsibilities:

1. Represent the College at appropriate athletic meetings of each coach's particular sport;
2. Work cooperatively with the Office of Recruitment and the Office of Admissions & Records in the recruiting of student-athletes;
3. Assist in scheduling classes for student-athletes participating in the sport(s) supervised;
4. Plan the physical conditioning program of student-athletes participating in the sport(s) supervised during both the regular season as well as off-season;
5. Oversee the academic progress of student-athletes participating in the sport(s) supervised;
6. Prepare budget for sport(s) supervised;
7. Serve as official host when visiting teams are on campus;
8. Make necessary arrangements when visiting quarters are to be used by a visiting team;
9. Report to cafeteria the number of meals requested by visiting teams;
10. Supervise Physical Education Building when being used by sport of coaches involved;
11. Follow established procedures for purchasing, travel, and vehicle usage;
12. Make game schedule;
13. Report to the Director of Financial Aid and to the Business Office all changes in athletic scholarships awarded;
14. Furnish Business Office necessary information concerning athletic scholarships awarded;
15. Report needed repairs on building, fields, and courts;
16. Coordinate fundraising activities with the Athletic Director;
17. Maintain compliance with all NJCAA, MACJC, and institutional rules and regulations for the sport(s) supervised;
18. Accompany teams when traveling to or from other institutions;
19. Maintain inventories of equipment; and
20. Perform other duties as assigned by the Athletic Director.

APPLICATION DETAILS

Application Deadline	Tuesday, June 5, 2018
Internal Applications	Tuesday, May 15, 2018 - Monday, May 21, 2018
External Applications	Tuesday, May 22, 2018 - Monday, June 4, 2018
Interviews Completed By	Wednesday, June 13, 2018
Successful Candidate Notified By	Friday, June 15, 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, rllee@eccc.edu.

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