



## Head Football Coach

Closes: April 2, 2018

**(Job #18-11) Administrator II, Head Football Coach, Intercollegiate Athletics.** Salary is commensurate with experience and qualifications. This is a full-time, benefited, 12-month pay plan, exempt position in the Intercollegiate Athletics Department. This position is an Administrator II in the California State University Management Personnel Plan (MPP). Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional information, including the extensive benefits package, can be found at [www.calstate.edu/HRadm/policies/mpp.shtml](http://www.calstate.edu/HRadm/policies/mpp.shtml).

**Position Overview:** Under the general direction of the Athletic Director, the Head Football Coach, working closely with the Athletics department and other Humboldt State University staff, is responsible for the organization and administration of the HSU Intercollegiate, NCAA Division II football program. This position is tasked with building a football program that meets or exceeds expectations in four key areas: 1) Academics - success of each student-athlete in the classroom; 2) Athletics - success and conduct of student-athletes while representing the university; 3) Advancement - supporting significant fundraising campaigns that augment operating expenses and scholarship awards; 4) Service & Engagement - developing community service and campus leadership programs that allow student-athletes to develop management and communication skills.

### Responsibilities:

- Leading a team of assistant coaches and staff who will support in planning, administration and execution of program initiatives
- Coaching a team of student-athletes collectively and individually as required to fulfill team objectives
- Developing and executing practice, workout/conditioning and academic sessions to support student-athlete development
- Motivating and evaluating student-athletes' on-field and in-classroom performance to maximize outcomes, including graduation
- Scouting and analyzing opponents and developing game tactics/plans to optimize on-field results
- Identifying and recruiting prospective student-athletes while complying with NCAA and conference regulations
- Developing budgets and managing operating expenditures and scholarship awards to optimize student experiences and team results
- Developing and executing academic support programs in conjunction with department and university staff
- Developing and executing fundraising efforts to support department and team initiatives
- Developing and executing service projects that add to student-athlete experiences and campus or community development
- Engaging with the campus, community and media as needed to build relationships that forward the objects of the department and university
- Participating in department and university initiatives as needed

**Minimum Qualifications:** Bachelor's degree and at least five years of experience as an intercollegiate football coach (i.e. Junior College, NAIA, NCAA Division I, II or III).

### Required Knowledge, Skills, and Abilities:

- Comprehensive knowledge of NCAA rules/regulations; and a genuine interest in supporting student-athletes in the pursuit of academic success.
- Demonstrated success in recruiting within California and retaining and graduating student-athletes.
- Proven experience with fiscal and personnel management, fundraising and community relations.
- Excellent oral and written communication, interpersonal communication, and public speaking skills; proven experience interacting with the media.
- Demonstrated ability to work with a team of colleagues who represent a diversity of work and conflict-resolution styles.
- Current first aid, CPR and AED certifications.

(Continued on reverse)

- Ability to effectively use software (e.g. compliance, video analysis)
- Must possess, or be able to attain, a valid California Driver's License.

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials through Interfolio:

<http://apply.interfolio.com/49324>

- Letter of Interest
  - Resume or Curriculum Vitae
  - Contact information for at least three professional references
  - [HSU Employment History Form](https://forms.humboldt.edu/employment-history-form) (<https://forms.humboldt.edu/employment-history-form>)
- (NOTE: This form replaces the HSU Employment Application form, which should no longer be used. Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved.

The Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station and front office staff available for applicants requiring assistance.

**Application Deadline:** The deadline to submit application materials is 11:59 p.m. on Monday, April 2, 2018. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to [careers@humboldt.edu](mailto:careers@humboldt.edu) that includes the job number (18-11) and applicant's last name in the subject line of the message.

*HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.*

*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.*

Class Code: 3312

*Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. Humboldt State University requires that background checks be completed for all new hires. This process includes a criminal records check and verification of employment history and education. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. The appointment of an applicant to this position is contingent upon the applicant providing the required information to complete a background check, and upon the results containing no adverse findings that may affect this appointment.*

Publication Date: March 1, 2018

*Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).*

*Humboldt State University is a Title IX/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, protected veteran status, or any other legally protected status.*

*The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.