Vacancy Announcement
Head Coach of Women’s Soccer
Department of Intercollegiate Athletics & Recreational Sports
Temporary Coach Position
JOB #2021-13

Humboldt State University is a Hispanic-Serving Institution (HSI) that strives to foster an equitable and inclusive community that supports our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state.

DESCRIPTION: Humboldt State University’s Department of Intercollegiate Athletics & Recreational Sports invites applicants for a 12-month full-time temporary position as Head Coach of Women’s Soccer. This is an annual appointment. Subsequent reappointment is contingent upon successful performance evaluation. The institution desires the candidate to begin before July 1, 2020.

SALARY AND BENEFITS: Salary is dependent on the appointee’s qualifications and experience. The current California State University Salary Schedule is available at: http://www.humboldt.edu/aps/docs/salary/Salary-Schedule.pdf. Humboldt State University provides an excellent benefits package. Information about benefits plans can be found at: http://www.humboldt.edu/forms/node/934.

PROFESSIONAL QUALIFICATIONS: An earned bachelor’s degree from an accredited college or university is required at the time of appointment. The successful candidate must demonstrate the following:

- A proven record of successful soccer coaching experience at the NCAA, NAIA, junior college, or other levels;
- A minimum of three (3) years of experience coaching soccer at NCAA, NAIA, junior college, or other levels;
- Strong and stable work ethic;
- Commitment to excellence in academics and athletics;
- An understanding of the recruitment process and the ability to collaboratively work with department and campus partners;
- Demonstrated commitment and sensitivity to diversity, equity and inclusion;
- Evidence of high ethical standard as well as person and professional integrity;
- Strong communication and interpersonal skills and the ability to effectively communicate with both internal and external constituencies;
- Entrepreneurial and optimistic mindset in rear to resource management and evaluation. Experience, ability and willingness to be involved in fundraising;
- Affiliation and active engagement with professional organizations appropriate to the position;
- Demonstrated success in recruiting, retaining and graduating student-athletes;
- Demonstrated experience in fiscal management and strong organizational skills;
• General administrative skills including staff supervision and budgeting practices;
• Ability to demonstrate motivation abilities;
• Ability to demonstrate leadership and sound decision making;
• Commitment to and/or experience promoting and fostering a learning environment that is supportive of individuals from diverse backgrounds;
• Ability to clearly articulate a coherent plan and vision to build and enhance the Humboldt State University women’s soccer program;
• Knowledge of NCAA rules and regulations regarding student athletes;
• Commitment to the academic success of student athletes;
• Strong team management skills;
• A valid driver’s license and good driving record;
• Excellent verbal and written communication skills; and
• Excellent interpersonal skills.

Preferred qualifications for this position include:

• Master’s degree from an accredited college or university;
• At least five (5) years of successful coaching experience;
• Previous experience with Division II athletic programs highly desirable;
• Proven soccer strategist with high soccer IQ;
• Comprehensive and demonstrated knowledge of NCAA rules and regulations;
• Demonstrated success and experience in fundraising;
• Proven success in directing soccer camps and clinics;
• Recruiting experience on the West Coast, preferably California;
• Experience interacting with a variety of constituents; and
• Public relations experience including public speaking, granting press interviews and public appearances on radio and television.

At the time of appointment, the successful candidate, if not a U.S. citizen, must have authorization from the Bureau of Citizenship and Immigration Services to work in the United States. For information on the University policy on support for non-immigrant probationary faculty visa acquisition, please visit the Faculty Immigration Resources page: https://extended.humboldt.edu/international-programs/immigration/faculty.

Evidence of degree(s) is required at time of hire.

THE POSITION: The University seeks an innovative and dynamic leader of its women’s soccer program, who will work with students, staff, and alumni across the University to build and maintain excellence in its women’s soccer program. The head coach is expected to recruit and retain a diverse group of student-athletes’, while promoting academic and athletic excellence for the program. The head coach will work with the Director of Intercollegiate Athletics & Recreational Sports and other administrators to support the overall goals and objectives of the University.

RESPONSIBILITIES & EXPECTATIONS FOR THE POSITION: The head coach of women’s soccer will provide a clear vision for the program that is consistent with the traditions and mission of the University and the athletic department. Success in all the following areas will be crucial to meeting these expectations, and applicants should describe experiences and achievements that demonstrate, in a compelling way, the capacity to be successful in each of the following:

• Maintaining a commitment to academic and athletic excellence;
• Responsible for the management and administration of an intercollegiate women’s soccer program that competes regularly for The California Collegiate Athletic Association (CCAA);
• Hiring, motivating, supervising and evaluating assistant coaches;
• Ability to identify and recruit quality student-athletes, along with a strong desire to teach, coach and mentor a group of diverse young women;
• Managing program budget, travel and equipment logistics with department administration;
• Representing the program internally and externally with entities including, but not limited to; faculty and staff, admissions, friends and family of women’s soccer, fans, donors, and the greater Humboldt community;
• Organizing, managing, and directing the women’s soccer program effectively and providing for full compliance with all applicable university, NCAA and CCAA rules; and
• Promoting student-athletes’ personal development, high academic achievement and full participation in all aspects of University life.

GENERAL INFORMATION: Humboldt State is a NCAA Division II member of the California Collegiate Athletic Association. Additional information about the Athletics Department can be found at: http://www.hsujacks.com/.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). The Humboldt State University campus in Northern California is in close proximity to several thriving Native American tribes and communities. Humboldt State currently has the largest percentage of Native American students in the CSU system and has over 30 Native American faculty and staff many from local area California Indian tribes. HSU is home to a number of leading Native American programs including the Indian Tribal Education and Personnel Program (ITEPP) and the Indian Natural Resource, Science and Engineering Program (INRSEP). There are also many opportunities at HSU to conduct research, teaching and community work on Native American history and cultures in Special Collections at the HSU library. The Humboldt Room in the Library has fantastic resources for tribally focused archive materials from the region. HSU strives to build a supportive and inclusive Native community and engages with Native communities through various initiatives and opportunities like the annual California Indian Big Time and Indigenous People’s Week and a chance to network with other faculty and staff as part of the HSU Council of American Indian Faculty and Staff. For more information, please visit: www.humboldt.edu/nasp

APPLICATION: Qualified candidates should submit the following materials through Interfolio:

Click here to apply: http://apply.interfolio.com/75791

✓ Letter of application;
✓ Curriculum vitae/Resume;
✓ Transcripts showing highest degree earned (unofficial copies are sufficient for initial review); and
✓ Names and contact information for five (5) professional references.

Additional application materials may be requested at a later time.

Please direct any questions pertaining to this position, the Athletics Department, or Humboldt State University to:

Sei Hee Hwang, Search Committee Chair
Department of Intercollegiate Athletics & Recreational Sports
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Arcata, California 95521-8299
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APPLICATION DEADLINE: This position is open until filled. First consideration will be given to completed applications received no later than May 22, 2020. Early response is encouraged.
See more photos at Humboldt State University’s Flickr page.

It is the responsibility of the applicant to provide complete and accurate employment information. Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily as a condition of employment with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

All CSU employees are obligated to respond to and report incidents of sexual harassment and sexual violence. The successful candidate for this position will be mandated to receive relevant training on an annual basis.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

New employees hired by the CSU for the first time who first become CalPERS members on or after July 1, 2017 are subject to a 10 year vesting period for retiree health and dental benefits.

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. If accommodations need to be made during the recruitment and interview process, please contact Human Resources at (707) 826-3626 or hsuhr@humboldt.edu

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 residential and rural campus with an enrollment of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, 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 around 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. Additional information about Humboldt State University can be found at: http://www.humboldt.edu.