**BENJAMIN FRANKLIN INSTITUTE OF TECHNOLOGY**
**Head Soccer Coach & Athletic Recruiter**
**Position Description**

As a thriving, student-centered college with graduation rates double the national two-year college average and triple the Massachusetts two-year college average, Benjamin Franklin Institute of Technology seeks an innovative and highly motivated Head Soccer Coach & Athletic Recruiter to lead the College's NJCAA Division III soccer program. The person that is hired for this part-time position will be expected to begin recruitment of student-athletes during the 2014-2015 academic year to field a competitive team during the 2015-2016 academic year. The incumbent will also assist with retention and academic success efforts geared toward student-athletes participating in the soccer program. The Head Soccer Coach & Athletic Recruiter will frequently collaborate with the Dean of Student Services, the Director of BPS Partnerships & Admissions Recruitment, the Campus Activities Coordinator/Resident Director, the Admissions staff, Student Affairs staff, faculty, and students.

**Essential Functions:**

*Athletic Recruitment*

1. Primary contact and coordinator of the College's soccer program and chief recruiter and scout of student-athletes to field a competitive team. Develops and implements a recruitment plan to identify and enroll soccer players.
2. Manage the recruitment of student-athletes by developing relationships with diverse constituencies including, but not limited to prospective students, parents, guidance counselors, high school soccer coaches and athletic directors, local and regional soccer clubs, and community based organizations by attending practices, games, college fairs, conducting high school visits, and representing the college at athletic showcases.
3. Meet monthly in person and maintain frequent contact with the Dean of Student Services and the Director of BPS Partnerships & Admissions Recruitment to review progress of the recruitment and retention of student-athletes.
4. Participate in BFIT community related events such as the First Year Experience and Orientation, Student Involvement Fairs, Admissions events including Open House and Accepted Student Day, and Commencement.
5. Assist prospective students with the pre-enrollment process including, but not limited to, understanding academic program offerings, applying for admission, and ultimately, enrolling at the college.

*Program Management*

1. Maintain records including documentation of athletic contests and individual student-athletes.
2. Collaborate with the Dean of Student Services and the Campus Activities Coordinator/Resident Director with soccer program management including contest logistics (i.e. field reservations, contracting of referees/officials for contests, etc.) and equipment ordering and management.
3. Coordinate the scheduling of games and logistics related to home-and-away game travel. Responsible for the supervision of all team members and staff during program related travel.
4. Monitor academic progress of members of the soccer team. Assist with academic support, retention, and student success efforts implemented as they relate to student-athletes and their ability to maintain athletic eligibility and enrollment at the college.
5. Maintain active membership in the NJCAA and attend division meetings when appropriate.
6. Responsible for enforcing all BFIT and NJCAA policies and confront behaviors that are not conducive to sportsmanlike competition and a positive academic environment.

*Coaching*

1. Collaborate with the Dean of Student Services to identify and hire a part-time assistant coach for the 2015-2016 academic year.

2. Along with the assistant coach, lead instructional practices to prepare the team for intercollegiate competition. Prepare student-athletes with skill development to for intercollegiate competition.
3. Develop and implement an off-season conditioning program for student-athletes.
4. Develop and implement intentional efforts to establish a sense of community among student-athletes through programs, activities, and other initiatives.
5. Prepare team for competition by reviewing other teams in the division and strategizing the best approach for the BFIT team to be successful in competition.

**Qualifications:**

1. Associate degree required. Bachelor's degree or higher preferred.
2. One-to-three years experience working in higher education in admissions, recruitment, campus activities, athletics or intramural sports is preferred at undergraduate or professional level. Coaching or playing experience at the college, high school, or club level is preferred.
3. Experience with the recruitment of student-athletes. Preference will be given to candidates with experience recruiting student-athletes from the Greater Boston area.
4. Experience working with and a demonstrated sensitivity to understanding the needs and concerns of a diverse urban student population, many of whom are first generation college students, is essential to the incumbent's success.
5. Excellent oral and written communication skills and strong presentation skills with demonstrated ability to develop interpersonal and organizational relationships.
6. Self-motivated with the ability to work in a fast paced environment, the ability to multi-task, and the ability to pay special attention to detail.
7. Knowledge of Microsoft Office, student information systems, database administration, Internet, social networking, and email and the ability to utilize and train colleagues on new software and other technology as needed.
8. Valid driver's license, a good driving record, and the ability to pass a criminal background check are required. CPR, First Aid, and AED certifications or a willingness to attain such certifications are required.
9. Fluency in a second language, particularly Spanish, Cape Verdean Creole, Haitian Creole, Vietnamese, Mandarin or Cantonese, is preferred.
10. Sense of humor.

Applicants who may not exactly meet these qualifications are encouraged to describe in writing why they would nonetheless contribute substantially to the success of the college and would carry out the requirements of the job.

**Compensation:**
$7,000 annual stipend equally split over 12 months. The anticipated start date for this position is September 1, 2014.

Application materials including a cover letter, resume, and professional references should be sent via e-mail to Mike Bosco, Dean of Student Services, at mbosco@bfit.edu. Please mark the subject line as Head Soccer Coach & Athletic Recruiter Application.

*Benjamin Franklin Institute of Technology is an Equal Opportunity Employer and do not discriminate based on race, religion, gender, age, sexuality, gender identification, or physical ability.*