



## Corban University

### Position Description and Application Process

#### **HEAD MEN'S GOLF COACH & DIRECTOR OF GOLF PROGRAM ADMINISTRATION**

---

DEPARTMENT:	Athletics
REPORTS TO:	Director of Athletics
FLSA STATUS:	Exempt / Part-time
REVISED:	March 2019

---

***See Application Process on Page 2 and 3***

**MISSION:** To educate Christians who will make a difference in the world for Jesus Christ.

**SUMMARY:** The Head Men's Golf Coach is responsible to oversee the men's golf program and function as the lead program administrator for both men's and women's programs in the best interest of the University; and to adhere to the mission and policies of Corban University, the Cascade Collegiate Conference (CCC) and the National Association of Intercollegiate Athletics (NAIA).

#### **HEAD COACH ESSENTIAL FUNCTIONS:**

- Responsible for team building and skill development.
- Maintain expert knowledge of skills and strategies related to the sport.
- Direct strategy and manage players' involvement during athletic practices or contests.
- Help develop a program to aid student athletes who are having academic difficulties helping to monitor the academic development of student athletes toward graduation.
- Participate in scheduling process for competitive events.
- Partner with Athletics staff to plan and oversee away event details (Travel, Meal, Lodging etc.).
- Responsible for motivating, encouraging, disciplining and maintaining sportsmanship. Provide opportunities for spiritual development
- Partner with Director of Athletic Communications to track and provide statistical information.
- Delegate responsibilities to assistants, managers and team members.
- Accurately monitor and manage his/her portion of the athletic budget based on annual goals and university fiscal policies and procedures.
- Oversee proper checkout, use, storage (both in and out of season), cleaning, marking and inventory of all equipment.
- Recommend to the Athletic Director award winners for the particular sport and recommend changes and improvements as needed.
- Coordinate and direct the recruiting for the program.
- Partner with the Director of Athletics in the hiring of assistant coaches.
- Foster and maintain alumni and constituent connections to enhance the vigor of the program.
- Manage athletics scholarship funding within the parameters set by the Director of Athletics.
- Perform other duties as assigned.

#### **DIRECTOR OF GOLF PROGRAM ADMINISTRATION ESSENTIAL FUNCTIONS:**

- Assist women's head golf coach on planning travel, meals, and lodging for away contests.
- Responsible for scheduling women's golf tournaments



- Coach women's team when head women's coach is unable to attend practices and events.
- Assist women's head golf coach on other miscellaneous functions as needed.
- Partner with women's head golf coach to manage golf program budgets.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated effective leadership and communication skills.
- Demonstrated strong commitment to the Student-Athlete concept.
- Demonstrated effective recruitment strategies.
- Ability to organize and implement effective game and practice strategies.
- Working knowledge of CCC, NAIA and institutional rules and regulations.
- Playing and coaching experience at the collegiate level is preferred.
- Knowledge of sports management.
- Demonstrated ability to work alongside of students in a cooperative and collaborative style.
- Self-motivated and detail oriented.
- Demonstrated organizational and problem solving abilities.
- Ability to handle sensitive and confidential information.
- Ability to support and encourage student athletes in integrating academic, athletic and spiritual pursuits.

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Master's degree preferred; bachelor's degree required.
- Coaching experience at the collegiate level preferred.
- Proficient in Microsoft Office software applications (e.g. Word, Excel, etc.).
- Demonstrated high degree of sportsmanship and moral standards.
- Demonstrated ability to lead, motivate, and encourage university-age students.
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith.
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.

**WORKING CONDITIONS:** Travel and weekend/evening work related to athletics calendar. Events on and off campus during non-business hours will be an aspect of the position.

---

*Corban University is a private comprehensive university of liberal arts, ministry, and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.*

---

**To Apply**

**Interested Candidates please submit the following:**



- A cover letter of expressed interest
- Resume
- Brief testimony of your Christian faith
- Completed Corban staff application found on our website: [www.corban.edu/employment](http://www.corban.edu/employment)

Send or email to:  
Corban University  
Department of Human Resources  
5000 Deer Park Drive SE  
Salem, OR 97317  
[jobs@corban.edu](mailto:jobs@corban.edu)  
FAX: 503-375-7182