



AURORA UNIVERSITY

Human Resources

Position Announcement

*Aurora University — An inclusive community
dedicated to the transformative power of learning.*

Head Track & Field/Cross Country Coach

Aurora University is an independent, comprehensive institution founded in 1893 offering bachelor's, master's, and doctoral degrees. Our two campuses are located in Aurora, Illinois and on the shores of Geneva Lake in Wisconsin. We seek people passionately involved in the educational process who will help us realize our vision.

Position Summary: This full-time ten month assignment coordinates all aspects of both men's and women's programs in track & field and cross country.

Principal duties and responsibilities:

1. Represents Aurora University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our service, learns and uses operating practices of the department and Aurora University.
2. Upholds the Mission Statement: *Aurora University an inclusive community dedicated to the transformative power of learning.*
3. Handles confidential information with tact and discretion.
4. Coordinates all aspects of both men's and women's programs in track & field and cross country.
5. Includes coaching, identification, recruitment, and retention of quality student-athletes, scheduling, staffing, organizing and planning practice and competition strategies, budget management, and overall program administration.

Other duties and responsibilities:

1. Performs other functions as necessary or as assigned.

Knowledge, skills and abilities required: A bachelor's degree (master's preferred) and coaching experience at the intercollegiate and/or high school level required. A philosophy

which is compatible with a NCAA Division III institution, evidence of excellent written and interpersonal skills, knowledge of computer applications, evidence of outstanding organizational abilities, and a demonstrated commitment to or experience working with diverse populations are preferred.

Starting date: Immediately

Health, dental, life, contributions to a 403(b), and tuition remission included.

Apply to:

Aurora University
Human Resources
347 South Gladstone Ave
Aurora, IL 60506
630-844-5650 - fax
jobs@aurora.edu - email

Aurora University is an Equal Opportunity Employer and is committed to becoming a model university of the twenty-first century. Toward this effort we are determined to have a faculty, staff, and student body reflecting the cultural demographics of the greater Chicago area.