California State Polytechnic University, Pomona

ANNOUNCEMENT OF OPENING DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

**POSITION:** 12-month Assistant Coach, Women's Basketball. Appointment in the Department of Intercollegiate Athletics.

**STARTING DATE**: September 30, 2024 (Negotiable)

**MINIMUM QUALIFICATIONS**: Bachelor's degree from an accredited institution required. Demonstrated history of rules compliance and thorough knowledge of NCAA bylaws. Successful coaching experience at the collegiate, high school or club levels. Demonstrated commitment to the academic and athletic success of the student-athlete. Must have a strong commitment to the welfare of student- athletes and a reputation of integrity, both professionally and in compliance matters. Proficiency in oral and written communication and administrative abilities necessary. Knowledge and experience working with video editing software. Demonstrated ability working in a multi-ethnic, multi-cultural environment.

**DUTIES**: Assist with the development and supervision of the student-athletes in the women’s basketball program. Assist the program in accordance with the National Collegiate Athletic Association (NCAA) Division II, California Collegiate Athletic Association Conference, and University rules, regulations, and policies. Recruit student-athletes in accordance with NCAA regulations and academic standards, as well as University requirements. Assist in the planning and coordinating of in-season practices, including individual team and individual workouts. Assist in the planning and coordinating of out-of-season practices, including individual skill instruction and team workouts, focusing on the development of athletic skills to compete at the Division II level. Assist in monitoring the academics of each of the women’s basketball student-athletes. Effectively communicate with the Athletics Academic Advisor to ensure any academic concerns are being addressed. Assist with the planning and implementation of game plans; team travel; video editing and scouting. Coordinate strength and conditioning program with assigned Strength and Conditioning Coach. Complete all necessary compliance forms as required and/or requested by the Athletics Compliance office in a timely manner. Participate in fund raising activities for the women’s basketball program and/or Department of Intercollegiate Athletics. Cultivate and maintain effective relationships with students, parents, faculty, staff, media, and friends of the university. Proficiency in oral and written communication and administrative abilities necessary. Perform other duties as assigned by Head Coach and Sport Supervisor. Demonstrated ability working in a multi-ethnic, multi-cultural, inclusive environment.

**THE UNIVERSITY**: Cal Poly Pomona, one of three polytechnic universities in California, is a member of the 23-campus California State University system. Our student population of approximately 28,000 enrolls in 51 baccalaureate, 30 master’s degree programs, 11 credential and certificate programs, and a doctorate in Educational Leadership, presented by 1,200 faculty. We recruit successful and career-focused students from throughout California and beyond. We are proud of our status as a Hispanic Serving Institution. We have a strong commitment to supporting scholarship, research, and student achievement. Our scenic and historic 1,400-acre campus, once the winter ranch of cereal magnate W.K. Kellogg, is located about 30 miles east of downtown Los Angeles. Southern California is one of the most dynamic economic and cultural environments in the country, and the campus is within an hour’s drive of beaches, mountains, and desert. The university is committed to diversifying its faculty and staff and has made educational equity one of its highest priorities. The mission of the university is to advance learning and knowledge by linking theory and practice in all disciplines, and to prepare students for lifelong learning, leadership, and careers in a changing, multicultural world.

**SALARY RANGE**: Range $35,000.00 - $37,000.00 plus benefits

**REQUIRED DOCUMENTATION:** letter of application, resume and three references. Employment contingent upon proof of eligibility to work in the United States, completion of the University’s Application for Academic Employment Form and the Supplemental form, official transcript, and a valid California Driver’s License. Finalists for this position will be required to submit to and successfully pass a Live Scan criminal records check prior to being hired.

**APPLICATION:** Please complete the application forms- Academic Application and the Supplemental Form - available at: <https://www.cpp.edu/faculty-affairs/temporary-faculty/lecturer-pool-application.shtml>

**APPLICATION DEADLINE:** Review of applications will begin immediately for initial consideration and continue until position is filled. Address academic application form, required documentation, and/or requests for information email to:

**Pamela Donnelly, Senior Associate Athletic Director/SWA** **(pldonnelly@cpp.edu)**

*California State Polytechnic University, Pomona is an Equal Opportunity, Affirmative Action Employer.* The University seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the University, and to offer our students richly varied disciplines, perspectives, and ways of knowing and learning. Cal Poly Pomona subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, and covered veteran status. *The University hires only individuals lawfully authorized to work in the Unites States. As required by the Clery Disclosure Act, the university’s annual security report is available a* [*http://www.cpp.edu/~police/annual-security-report.shtml.*](http://www.cpp.edu/~police/annual-security-report.shtml)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. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.