

## JOB DESCRIPTION

**Position Title:** Graduate Assistant - Assistant Coach (2025-26)

**Reports To:** Head Coach

**Summary of Responsibilities:** Assist the head coach in the planning, organizing and coaching of the team.

**Positions may be available in the following areas:**

- Tennis
- Baseball
- Women's Soccer
- Track & Field
- Men's Volleyball
- Women's Volleyball
- Softball

**Work Performed**

- Assist in the leadership and instruction of the personal and athletic development of student athletes.
- Assist in preparation of analyses of opponents; analyze statistics and tactical data of opponents and prepare game plans accordingly.
- Counsel team members in academic, disciplinary and personal matters; consult with Head Coach for resolution of problems as required.
- Assist in the recruitment of student-athletes; attend recruiting events, perform skill evaluations, and communicate with potential student-athletes
- Provide opportunities for spiritual growth and formation, including such activities as team devotions, individual discipleship and mentoring, and planning of mission trips domestically and abroad.
- Assist with the implementation and organization of prospect clinics
- Instruct student-athletes during practices, preparation of student-athletes for competition, and support of strategic decisions in games
- Strong initiative to solve problems
- Ability to lead practice drills and conduct individual workouts
- Assist in the inventory of equipment and uniforms
- Perform other related duties incidental to the work described herein.
- Perform occasional event management duties.

**Required Qualifications:**

- Bachelor's Degree
- Possession or ability to obtain valid Driver's License
- Admission into the Houghton MBA program

**Compensation:**

- Stipend
- Free housing in University Flats
- Graduate school (MBA) tuition

**Houghton University is fully committed to a culturally diverse faculty, staff and student body.  
Successful candidates will evidence similar commitments.**

*Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.*

**Application Procedure:**

To apply please submit the following materials via email to: [jobs@houghton.edu](mailto:jobs@houghton.edu).

- (1) Cover Letter
- (2) Resume

(3) 3 References

(4) Answers to the following questions:

Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.