



Position Announcement: HEAD VOLLEYBALL COACH

Position Description:

Northeastern Junior College, located in Sterling, Colorado is seeking a Head Volleyball Coach. Faculty or professional/exempt duties will be assigned to the successful candidate. Responsibilities of this position include developing, managing, and supervising the Women's Division I, NJCAA volleyball program. Duties include recruiting, developing practice plans, coordinating travel, scheduling and overseeing scholarship and operating budgets. Candidate should have excellent interpersonal skills, work well with others in a team setting, and possess knowledge and experience coaching volleyball. This professional position reports directly to the Director of Athletics.

For questions regarding the position, contact Marci Henry, Director of Athletics, 970-521-6617 or e-mail to marci.henry@njc.edu. For more information about NJC, see the college web site at: <http://www.njc.edu/Human-Resources>.

Expectations:

- **Service** to students through student activities sponsorship and teamwork with peers in college activities, planning and committee responsibilities.
- **Positive attitude** through dedication to NJC mission and values; willingness to accept and promote change; open-minded fairness and consideration of multiple perspectives; willingness to take risks, work hard, accept responsibility for personal/professional growth, lead and follow well, accept criticism, handle conflict, and motivate others.
- **Commitment** to cooperation, consensus building, collaboration, effective goal setting and evaluation.
- **Participation** in community organizations and activities.

Required Qualifications:

- Bachelor's degree from an accredited university or college required.
- Must have effective writing and oral communication skills, initiative, leadership, and enthusiasm;
- Knowledge of and proficient use of Microsoft Office required;
- Must have a high level of positive energy, be a self-starter and a team player with excellent motivation skills and the desire to excel and promote Northeastern in the best light;
- Prior coaching experience preferred.

Contract specifics:

Occasional long and irregular hours necessitated by special projects, compliance with deadlines, length of the institutional day and week, and committee service. Some travel involved.

Application:

Review of completed application packets to begin after January 20, 2012. Position will remain open until filled. Complete application packet to consist of:

- Cover letter specifically addressing qualifications and committing to expectations
- Completed NJC application form
- College transcripts from an accredited college or university (unofficial copies acceptable during application process);
- Complete résumé
- Release Authorization (for background check)

Request application form and submit completed application materials to: Human Resources Office; Northeastern Junior College; 100 College Avenue; Sterling, CO 80751. Contact Human Resources at 970-521-6661, or e-mail request to: jennifer.businger@njc.edu. Faxed applications accepted at 970-521-6678. **Application files not containing the above documentation will not be forwarded to the Selection Committee.**

College/Community Profile:

Northeastern Junior College, one of 14 member-colleges of the Community Colleges of Colorado, lies in the rural northeastern Colorado town of Sterling. The community of approximately 14,000 residents enjoys easy access to Denver, the Rocky Mountains and other front range cities. Northeastern Junior College enrolls approximately 1,000 full-time and 2,500 part-time students through over 90 programs of study offering transfer degrees, career and technical degrees and certificate programs. As a residential campus with five halls accommodating 450+ students, the college attracts students from throughout Colorado, many states and several foreign countries. Approximately 55 full-time and 25 part-time faculty comprise the teaching staff.

NJC Mission:

"Northeastern Junior College is a comprehensive learning community that produces skilled and knowledgeable citizens who will transfer successfully to four-year schools, enter the workforce productively and contribute positively to their own and society's economic and social well-being."

Northeastern Junior College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sexual orientation, age, disability, sex or veteran status in its activities, programs or employment practices. If you believe that any of the factors above have entered into the consideration of your application for employment, please contact the Northeastern Junior College Human Resources Director at (970) 521-6730 or e-mail to tammy.kallsen@njc.edu.

NOTICE TO APPLICANTS: *The State of Colorado must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. All State of Colorado employees must successfully complete a background check. This law applies to ALL PERSONS HIRED. The State of Colorado also has a direct deposit requirement of all employees. When hired you will also be required to provide correct documentation for direct deposit.*



