

CORNELL UNIVERSITY

STAFF POSITION DESCRIPTION

POSITION GENERAL INFORMATION:	<input type="checkbox"/> New Hire/New Position	<input checked="" type="checkbox"/> Update to Current Position
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Current Incumbent, if any:		Position #:	00102194
University Job Title:	Assistant Coach II, Men's & Women's Squash	Pay Band:	E
Working Title (if different):	Assistant Coach, Men's & Women's Squash	Exempt: <input checked="" type="checkbox"/>	Nonexempt: <input type="checkbox"/>
Department Name:	Athletics & Physical Education	Dept Code:	AP - IA

Immediate Supervisor's Name:	David Palmer		
Supervisor's University Job Title:	Head Coach Men's & Women's Squash	Pay Band:	G
Working Title (if different):			

CULTURE OF INCLUSION AND COMMUNITY STANDARDS: Skills essential for individual and organizational success.
<p>As a university founded to be a place where "...any person can find instruction in any study," inclusion and belonging are at the core of our values and mission. We strive to be a welcoming, caring, healthy, and equitable community where students, faculty, and staff with different backgrounds, perspectives, abilities, and experiences can learn, innovate, and work in an environment of respect, and feel empowered to engage in any community conversation. As a member of the Cornell University community, it is important to recognize our shared responsibility to each other to cultivate a culture of inclusion for all. Cornell Core values</p> <p>As an individual contributor you will model and support a culture of inclusion, belonging, and wellbeing and continually seek to understand how your role, behaviors, and actions impact the success of this culture.</p> <p>While position responsibilities vary greatly, the Skills for Success and Leadership Skills for Success are foundational to what is expected of every employee and leader working at Cornell. These skills are essential for individual and organizational success. Staff Skills for Success; Leadership Skills for Success</p>

DEPARTMENT BACKGROUND: Provide a brief overview of your department/unit.
<p>Student and Campus Life (SCL) inspires transformation in all Cornell students on their journey of individual, academic and personal evolution. Our division is comprised of leading student affairs experts who support our campus on pressing student life matters including public service, health, wellness, social justice, residential living, food services, sports, recreation, career services, and student activities and organizations including sorority and fraternity life. We provide support and services to roughly 25,000 undergraduate, graduate, and professional students on multiple campuses in the U.S. and abroad.</p> <p>Cornell University is a NCAA Division I institution and a member of the Ivy League. The university fields teams in 37 intercollegiate sports and provides a comprehensive physical education program. The university is committed to the following: excellence in academics and athletics; gender equity and diversity in its programs; a well-balanced and broad-based intercollegiate athletics program. Athletics and Physical Education offers a diverse program of intercollegiate athletics competition, physical and outdoor education, recreational services, and intramural sports, plus wellness programs for faculty and staff and fitness centers for the entire Cornell community.</p>

REWARDS AND BENEFITS: Highlight the unique benefits offered by Cornell and specifically to the position.

Competitive compensation, generous time-off, and great benefits ...[More on Cornell Benefits](#)

POSITION SUMMARY: Explain the purpose for the position and summarize the responsibilities to include in job ad.

The Assistant Coach for Men's & Women's Squash assists with team and player development and training, practice and match planning, evaluation of athlete performances, and recommendations to the head coach regarding participation in competitions. This position will also assist with ongoing recruitment of prospective athletes, as well as assume on- and off-campus recruiting responsibilities. Coaches are expected to support the team and players to thrive academically, and to integrate athletes with university and department services. The Assistant Coach participates in scheduling, planning and travel arrangements, which may include transporting to away competition. Additional duties may include researching and recommending equipment purchases, communication with alumni and friends of the program, and assist with fundraising for program.

This is a 5-year term position through 5/31/2030.

While position responsibilities vary, every member of our community is expected to foster a culture of belonging and a psychologically healthy work environment by communicating across differences; being cooperative, collaborative, open, and welcoming; showing respect, compassion, and empathy; engaging and supporting others regardless of background or perspective; speaking up when others are being excluded or treated inappropriately; and supporting work/life integration of oneself and others.

REQUIRED QUALIFICATIONS: Specify required minimum equivalency for education, experience, skills, knowledge, etc.

POSITION COMPETENCIES/SKILLS: Job related knowledge, skills, abilities, and behaviors that contribute to success.

- Bachelor's degree with up to 2 years squash experience or equivalent combination. Prior coaching or competitive collegiate playing experience required.
- Credentials should reflect proven success and potential in coaching, recruiting and developing student-athletes.
- Must be highly motivated with an outstanding work ethic and a relentless recruiter.
- Knowledgeable of NCAA rules.
- An understanding of the unique non-athletic scholarship environment of the Ivy League and how to identify and recruit these prospective student-athletes and families.
- The ability to actively assist current student-athletes manage the rigor, time management, and academic course load at Cornell University.
- Experience in and/or demonstrated commitment to supporting diversity, equity, access, inclusion, and wellbeing.
- Ability to cultivate and develop inclusive and equitable working relationships with students, faculty, staff, and

PREFERRED QUALIFICATIONS: Specify preferred specialized education, field and/or certifications.

POSITION RESPONSIBILITIES/ESSENTIAL FUNCTIONS: List the responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position.

[REQUIRED] List each responsibility and associated percent totaling 100%	Approximate % of
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	time, Annualized
<u>Coaching</u> <ul style="list-style-type: none"> Coaching Student Athletes: plan and supervise practices and other game preparations as appropriate Evaluate individual performances Assist individual team members in improving their performance, Make recommendations to the Head Coach regarding individual participation in games. Participate in enforcing all team and University rules with student-athletes and staff to ensure compliance with NCAA and IVY League rules 	40%
<u>Recruiting</u> <ul style="list-style-type: none"> Identify, evaluate, assist with ongoing recruitment of prospective athletes and encourage application and acceptance of student athletes at Cornell University in accordance with Ivy League and University policies in concert with the Head Coach. 	40%
<u>Administration</u> <ul style="list-style-type: none"> Administrative duties as assigned by the Head Coach Expense monitoring, alumni contact, equipment review, scheduling, trip administration, film operations, team events, community engagement, media, etc. 	15%
<u>Other position-related responsibilities</u> <ul style="list-style-type: none"> Participate in projects or other duties as assigned with occasional work responsibility falling above or below current classification. Completion of any university required compliance trainings. Additional duties as assigned by the Head Coach 	5%

POSITION LEADERSHIP/MANAGEMENT RESPONSIBILITIES: For positions with responsibilities focused on managing the work of others and developing others. [REQUIRED FOR THOSE THAT SUPERVISE OTHERS]		
Number of Direct Reports	_ Exempt	_ Nonexempt
Number of Indirect Reports	_ Exempt	_ Nonexempt
Number of Student/Temporary	_ Exempt	_ Nonexempt

WORK DESIGNATION: Assessment of position's primary setting for performing work. Please select one.		
<input checked="" type="checkbox"/>	Onsite	<ul style="list-style-type: none"> Positions requiring 100% on-site presence. May be able to occasionally work remotely. Requires a traditional office or space for interaction with faculty, staff, students and/or customers. Most/all position responsibilities must be performed in person. Aspects of Cornell's physical environment are applicable. Regularly require onsite interaction with students, faculty, staff, or other customers
<input type="checkbox"/>	Hybrid	<ul style="list-style-type: none"> Positions with the ability to regularly be performed at least partially remotely.

		<p>Includes seasonal hybrid, variable hybrid, and consistent hybrid.</p> <ul style="list-style-type: none"> • May require a traditional office or space for interaction with faculty, staff, students and/or customers. • Position responsibilities are a combination of those performed remotely and those performed in person. • Aspects of Cornell's physical environment may be applicable. • Periodic onsite interaction with students, faculty, staff, or other customers.
<input type="checkbox"/>	Remote	<ul style="list-style-type: none"> • Positions within/outside of New York State which can be performed 100% remotely. May be asked to travel to campus periodically. • Does not require a traditional office or space for interaction with faculty, staff, students and/or customers. • All position responsibilities can be performed remotely. • Aspects of Cornell's physical environment are not applicable. • No onsite interaction with students, faculty, staff, or other customers.

Essential Working Conditions *(after considering reasonable accommodations)*

Physical (lift/carry/push/pull): Typically lifts less than 10 lbs

Visual: Normal concentration

Hazards: Limited exposure