



## VACANCY ANNOUNCEMENT

**Position Title: Head Men's Wrestling Coach**

**Position #: 100330**

**Position Status: Full-Time**

**Reports To: Athletic Director**

### **DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Athletic Director the Head Men's Wrestling Coach will:

#### **Coaching:**

1. Serve as head coach for the men's intercollegiate wrestling program.
2. Recruit and recommend the acceptance of prospective athletes.
3. Supervise practice sessions according to scheduled times.
4. Responsible for the teaching and development of wrestling skills to student-athletes.
5. Make the necessary arrangements for traveling to scheduled intercollegiate events.
6. Schedule, in conjunction with the Athletic Director, all intercollegiate events for the wrestling season with as little of class time missed as possible within NJCAA and Region IX guidelines.
7. Monitor academic progress of student-athletes including having study tables and securing tutors.
8. Provide data, research, and team informational requests to the Athletic Director as needed.
9. Hire, train, supervise and mentor assistant coach.
10. Operate the sport program with integrity and within the scope and intent of NJCAA, Region IX, OJC Athletic Department and college regulations.
11. Comply with all NJCAA rules, procedures, and eligibility standards and follow the guidelines established in the NJCAA Handbook.
12. Work in conjunction with the Athletic Director and Athletic Trainer when a player is injured. Complete the necessary forms and turn in immediately to the Athletic Director.
13. Coordinate all physical arrangements for all home events.
14. Assist other coaches with the implementation of the other intercollegiate athletic programs.
15. Plan, organize, and direct all camps.

#### **Other Responsibilities:**

1. Act as initial liaison with student/athletes under your direction for issues such as campus visitation, inquires, parental questions, student/athlete questions and our program set-up with the Athletic Director.
2. Provide proper guidance regarding class attendance and conduct with student/athletes under your direction. This includes informing the Athletic Director of any major violations by your current student/athletes.
3. Provide program discipline as needed to ensure the program is functioning within the scope and goals of our athletic program regarding academic and conduct matters whether in the classroom, during participation, or in the community.
4. Work with Sports Information Team on gathering team information for Web-Site and media releases.
5. Participates in corporate partner fund raising projects.
6. Foster positive relationships with faculty, staff, students, media, alumni and corporate partners while interacting successfully with department personnel and the college community.
7. Promote community interest in the athletic program by being actively involved in community activities that display or demonstrate interest in the College's programs.
8. Establish and maintain direct contact with area high schools as well as other relevant local public agencies.
9. Assist in the coordination of all athletic activities regarding marketing functions with corporate sponsorship programs including all activities, media guides, and letter mailing program.

10. Assist in coordinating facility usage with area schools, City of La Junta, and other campus coaches including keeping Athletic Director informed of usage agreements that may need to be changed etc.
11. Secure Commercial Driver's License (CDL) and be fully trained to drive all needed vehicles. Serve as the driver of college vehicles needed for all travel to and from contests and as needed for other events. Report any problems with vehicles to Transportation Coordinator. Do all pre and post trip checks in conjunction with driving the bus under CDL proper procedure.
12. Maintain roster, schedule, Region IX, and National polls in Presto Sports and with the NJCAA National Office. Provide update date new releases to local media through OJC's Director of Public Relations.
13. Perform other duties as assigned by the Athletic Director.

*See Human Resources for a complete job description.*

**Minimum Qualifications:**

- Bachelor's Degree
- Coaching experience at high school, club or collegiate level
- Strong interpersonal skills
- Ability to obtain a Commercial Driver License
- Pre-employment background check and drug screening

**Preferred Qualifications:**

- Master's Degree
- Recruiting experience
- Successful coaching experience at the college level
- Playing experience at the college level
- Strong computer skills
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

**SALARY:**

\$32,000 with excellent benefit package including retirement, health, vision, dental and life insurance  
11 month technical-professional position- 241 work days

**APPLICATION INSTRUCTIONS**

**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

**APPLICATION DEADLINE**

March 21, 2019

**POSTION START DATE:**

As soon as possible

**Submit Application Packet To:**

Otero Junior College  
Attn: Carol Noll  
Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050

FAX: (719) 384-6947

**Or Email To: [carol.noll@ojc.edu](mailto:carol.noll@ojc.edu)**

**Inquiries May Be Directed To:**

Carol Noll  
(719) 384-6824

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

**Notice of Non-Discrimination**

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Marlene Boettcher, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Marlene Boettcher, Director of Human Resources at 719-384-6824, [marlene.boettcher@ojc.edu](mailto:marlene.boettcher@ojc.edu), or 1802 Colorado Ave. MacDonald Hall Room #221, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

*The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus.*

*Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet*

**Qualified protected class individuals are encouraged to apply**

Otero Junior College 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. In addition, Colorado fiscal rules require direct deposit for all new employees.

**ABOUT OTERO JUNIOR COLLEGE:**

Founded in 1941, Otero Junior College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at OJC include:

- Agri-Business Management
- Agricultural Production Management
- Applied Business Technology
- Artificial Insemination
- Automotive Technology
- Cosmetology
- Emergency Medical Service

Health Navigator Community Health Worker  
Law Enforcement  
Livestock Production  
Nursing Assistant  
Phlebotomy  
Practical Nursing

To learn more about Otero Junior College, visit the college's website at [www.ojc.edu](http://www.ojc.edu).

**OJC MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.