



UNIVERSITY *of* ALASKA

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Position Job Duties

532969_Assistant Men's Ice Hockey Coach

55% Recruiting Division I Prospective Athletes – Lead

Maintain and manage all recruiting information required on the NCAA's Compliance Assistant Internet (CAI) database. Determine where and when to travel to locations across the country as well as deciding who to recruit and provide scholarship offers to. Required to pass the NCAA Division I Certification to Recruit Off Campus test. Lead role in planning travel and monitoring recruiting budget. Write evaluations of prospective student-athletes. Contact prospective student athletes and their parents. Guide prospective student-athletes through the NCAA Clearing house certification process.

All professional efforts must demonstrate and foster an environment of a diverse racial, ethnic and cultural backgrounds.

35% Coaching Division I Sport:

1. Practice - Instruct and evaluate student-athletes in all aspects of collegiate ice hockey, both in classroom-type and on-ice settings. On-going evaluation of individual and team skills; formulate and implement practice plans resulting in continual individual and team skills advancement.
2. Game - Strategy planning, personnel decisions, public addresses.
3. Video - Skilled in XO's video editing; review and evaluate game videos of both UAF and competitor teams to formulate game-day strategies, capitalizing on strengths of home team and weaknesses of competitor teams; develop training videos for individual player and team skills development; administer conference video exchange program.

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4. Certifications - NCAA Division I Recruiting Certification Test (Recruiting, Eligibility and Financial Aid), XO's Video Technology; USA Hockey Level 1-4 Presenter.

10% Academic Administration

Responsible for academic administration for UAF ice hockey student - athletes in accordance with UAF and NCAA Division I requirements. Ensure compliance with Title IX regulations and requirements including NCAA Clearinghouse Certification and NCAA Division I Recruiting Certification Test. Determine which prospective student-athletes will be offered athletic scholarships and how much will be offered within strict NCAA scholarship limitation rules. Handle scholarship allotments on a year-to-year basis based on dates of matriculation, graduation and possible incoming and outgoing transfer students. Monitor student-athletes' academic and personal development and adjustments to college life. Advise and guide student – athletes through application, enrollment, housing and international student visa processes. Develop and implement schedules to coordinate class times, and study table times. Develop and maintain positive working relationships with professors and Compliance Coordinator; monitor and assess grade checks and compliance forms to insure continuing Division I eligibility. Guide and promote the academic success of student- athletes; provide academic advising, including their individual degree requirements, helping them develop a plan that balances the rigors of playing a competitive NCAA sport and being successful in the classroom. Monitor and assess academic progress of individual players. Coordinate summer school for between 20 and 25 student athletes, including schedules and class planning. Provide a positive atmosphere conducive to the moral, academic and athletic growth of the student-athlete.

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