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MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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**Application Deadline: January 31, 2020**

**Athletic Assistant (Baseball)**

**(8-16 hrs/wk @ \$13.00/hr)**

**Project Duration: February –April**

**Professional Expert Assignment – Employment based on unique skill set and specific project(s)**

**RESPONSIBILITIES**

Under direction of the Athletic Director and Head Coach, assists the Head Coach in the supervision, organization, and instruction of the sport. Duties include but are not limited to the following:

- Assists the Head Coach in coaching the sport
- Assists with recruiting and matriculation of student-athletes
- May assist with developing travel schedules and itineraries, budget management, equipment maintenance, statistics, and completion of student eligibility forms

**QUALIFICATIONS**

Knowledge of: Assigned sport; principles of coaching, recruiting and matriculation of student athletes; community college mission.

Ability to: Assist in coaching the assigned sport; assist with recruiting and matriculation activities; promote student and team success; positively represent the college to the public; plan and organize activities; work within a budget and college regulations; maintain accurate records; work cooperatively with others; communicate effectively; travel with the team; and work variable locations and hours, including evenings and weekends.

**SALARY AND BENEFITS:**

This is a temporary assignment based on specific skills and abilities applied to a specific project. 8-16 hours per week, \$13.00 per hour, February - April (12 weeks). Ed Code 88003 authorizes a governing board to hire professional expert employees for less than 75% of a school year, up to 180 days.

**APPLICATION PROCEDURE:** Submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources at [HRrecruiting@mendocino.edu](mailto:HRrecruiting@mendocino.edu) or faxed to 707-467-1023.

- Completed Mendocino College **Professional Expert Application** and Voluntary Applicant Survey: <https://www.mendocino.edu/college/employment/employment-application-forms>
- Cover letter addressing the specific experience and or education that support the duties and responsibilities of the professional expert defined above.



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***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

**THE COLLEGE:** Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

***Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.***