



## JOB DESCRIPTION

### ASSISTANT FOOTBALL COACH (Graduate Assistant)

#### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

IMPORTANT NOTE: Graduate Assistant positions are subject to the conditions found in the GA Program Addendum which follows this description.

To apply for this position you should submit a [KWU Employment Application Form](#), a cover letter, and resume/curriculum vitae. Please email your application materials to [joe.morrissey@kwu.edu](mailto:joe.morrissey@kwu.edu) (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196 – NO PHONE CALLS PLEASE. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applicants are identified, and continue until a hiring decision is made.
- Position is to be filled as soon as possible.
- Position begins January 2, 2018.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so.

#### ADMINISTRATIVE INFORMATION

**POSITION'S TITLE:** Assistant Football Coach (Graduate Assistant) - **Important note: This is a graduate assistant position and only those seeking a graduate degree may apply or be hired.**

**POSITION'S OPERATING GROUP:** Athletics

**OPERATING GROUP RESPONSIBILITIES:** Athletics is responsible for operations of 24 athletics teams, meeting the requirements of National Association of Intercollegiate Athletics (NAIA) and Kansas Collegiate Athletic Conference (KCAC) regulations. The program recruits students to meet roster minimums; focuses on retention by providing an outstanding student-athlete experience and counseling students appropriately on academic and other issues; enhances the physical, mental and social development of the student-athletes through rigorous practices, appropriate competition and off-field activities including community service; and provides a connection point for the campus, alumni and Salina community to the university.

**POSITION'S DEPARTMENT:** Football

**POSITION'S DEPARTMENT RESPONSIBILITIES:** The football program is expected to recruit student-athletes that can be successful academically, socially and athletically at Kansas Wesleyan University, meeting a minimum roster size of 120 active student-athletes and managers each year; instruct and prepare the student-athletes for competition in the KCAC; schedule and coach intercollegiate football games and scrimmages, including an active junior varsity schedule; counsel the student-athletes on academic, athletic and social issues; coordinate a team community service program; provide a connection point for outreach to the campus, alumni and Salina community.

**POSITION'S DIRECT SUPERVISOR:** Matt Drinkall, Head Football Coach

**DATE POSITION LAST REVIEWED OR ANALYZED:** November 2017    **REVISED BY:** Matt Drinkall, Head Football Coach, and  
**APPROVED BY:** Mike Hermann, Director of Athletics, Frank Roth, Director of Human Resources

**POSITION'S EMPLOYMENT STATUS:** Part-Time, Staff, Exempt (Teaching Duties Exemption), Salaried

**POSITION'S SALARY OR SALARY RANGE AND BENEFITS:** \$800 per month stipend.

## POSITION INFORMATION

**POSITION'S SUMMARY:** The position is responsible for teaching/coaching football student-athletes. The position will serve as a specific positions coach. The position will also have an assigned recruiting and administrative duties.

**POSITION WORKS WITH:** Primarily, the football coaching staff members and the football student-athletes with secondary contact with other athletics staff members and admissions staff.

**POSITION'S STAFF AUTHORITY:** None

**POSITION'S BUDGET AUTHORITY:** None

**POSITIONS PHYSICAL WORKING CONDITIONS:** Office, weight room and outdoor practice and competition facilities

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** Position is required to work outdoors during both hot and cold weather. Position is likely to encounter blood so training on blood borne pathogens is essential.

**POSITION'S EQUIPMENT:** University phone, laptop computer, coaching tools and apparel.

**POSITION'S WORK SCHEDULE:** Flexible part-time schedule (less than 30 hours per week), arranged around, scheduled team practice and competition times, staff meetings, recruiting, and the GA's class schedule.

**POSITION'S TRAVEL REQUIREMENTS:** Significant travel for recruiting, as well as with the team for road games.

## POSITION DUTIES AND PERFORMANCE STANDARDS

### **POSITION'S ESSENTIAL DUTIES (95%):**

- Teaching/Coaching (50%)
  - Instruct, teach and coach student-athletes during practice and competition.
  - Conduct video analysis and instruction as a teaching and preparation tool.
  - Direct the practice and preparation for a specific position.
  - Work as a member of the offensive or defensive coaching staff to develop and implement a specific game plan.
  - Provide input to the head coach and his staff on practice and/or gameday strategy.
  - Play a major role (i.e., coordinator) in the preparation and gameday coaching of the junior varsity program.
- Recruiting (30%)
  - Identify and recruit potential team members to KWU, recording transactions in Scoutware or similar university provided recruiting software.
  - Retain current KWU students as team members
- Administration (15%)
  - Coordinate an assigned administrative area such as video, team travel, equipment management or academic liaison.
  - Assist with the operation of the athletics program by serving in an as-needed basis for key tasks, such as game management, marketing or other duties as requested.

**POSITION'S OTHER DUTIES (5%):** This section lists the most important other (non-essential) results this position is to achieve. Indicate the percent of the position's work time required for achieving these results.

- Develop a network of high school and/or college coaches that can assist in the recruiting process.
- **Performs other duties as assigned by the position's supervisor.**

**POSITION'S PERFORMANCE STANDARDS:** This section lists the specific performance measures and standards (goals) upon which this position's performance will be evaluated. Actual performance standards (goals) for each performance measure will be set in consultation with the position holder.

- Position Coaching – ranking in the top half of the KCAC in key statistical measures for that position.
- Recruiting – making the assigned number of recruiting contacts and recruiting the assigned number of students for the following year.
- Offensive or Defensive Success – ranking in the top half of the conference in scoring offense or scoring defense, depending on position assignment.
- Student-Athlete Welfare – developing a mentoring relationship with at least 40 members of the football program.

## POSITION QUALIFICATIONS

### **EDUCATION:**

- **MINIMUM REQUIRED:** Bachelor's degree with qualifications (i.e., minimum 3.00 GPA) for admission to the MBA program.
- **PREFERRED:** None

### **CERTIFICATIONS/LICENSES:**

- **MINIMUM REQUIRED:** First Aid/CPR certification (must be active within 60 days of employment); NAIA Champions of Character Character-Driven Coaches online course (must be completed within 60 days of employment); Valid driver's license.
- **PREFERRED:** None

### **WORK EXPERIENCE:**

- **MINIMUM REQUIRED:** Playing or coaching college football experience
- **PREFERRED:** College football coaching experience. Experience in recruiting. Experience with NAIA football programs.

### **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:**

- **MINIMUM REQUIRED**
  - Philosophical alignment with the mission and vision of Kansas Wesleyan University.
  - Demonstrable teamwork and team building skills.
  - Demonstrable priority setting and organizational skills.
- **PREFERRED**
  - None

## NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered to be "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.