



JOB DESCRIPTION
ATHLETICS GAME MANAGEMENT ASSISTANT
(Graduate Assistant)

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this job you should submit a [KWU Employment Application Form](#), a cover letter, and resume/curriculum vitae. Please email your application materials to mike.hermann@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. 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 anticipated to be filled as soon as possible.
- Position begins as soon as possible.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer, and we will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

JOB'S TITLE: Athletics Game Management Assistant (Graduate Assistant) - **Important note: only candidates who will apply for and attend a graduate program at KWU may apply or be hired.**

JOB'S MAJOR OFFICE: Athletics

MAJOR OFFICE 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.

JOB'S DEPARTMENT: Athletics Administration

JOB'S DEPARTMENT RESPONSIBILITIES: Athletics Administration coordinates many of the athletics activities, including sports information, eligibility, corporate sales, game operations, outreach to campus and development and distribution of promotional materials.

JOB'S DIRECT SUPERVISOR: Mike Hermann, Vice President & Director of Athletics

DATE JOB LAST REVIEWED OR ANALYZED: June 2018; **REVISED BY:** Mike Hermann, Vice President & Director of Athletics

JOB'S EMPLOYMENT STATUS: Part-Time, Staff, Non-Exempt, At-Will

JOB'S SALARY OR SALARY RANGE AND BENEFITS: \$7.25 per hour, graduate tuition remission as per the standard Graduate Assistant Addendum.

JOB INFORMATION

JOB'S SUMMARY: The job is responsible for oversight and management of game operations, gameday management and campus outreach.

JOB WORKS WITH: Primarily, director of athletics, sports information staff, office manager, head coaches, and corporate sales GA with secondary contact with campus leaders, student workers and community members.

JOB'S STAFF AUTHORITY: None

JOB'S BUDGET AUTHORITY: None

JOB'S PHYSICAL WORKING CONDITIONS: Office, practice and competition facilities

JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

JOB'S EQUIPMENT: University phone, computer.

JOB'S WORK SCHEDULE: Flexible part-time schedule (25-29 hours per week required), arranged around gameday competition times, staff meetings and the GA's class schedule.

JOB'S TRAVEL REQUIREMENTS: Limited.

JOB DUTIES AND PERFORMANCE STANDARDS

JOB'S ESSENTIAL DUTIES:

- Game Operations (30%)
 - Planning, in a systematic way, for hosting home events
 - Providing a job description for each gameday worker; hiring such workers
 - Completing a game script
 - Coordinating activities with spirit groups, national anthem performers, color guards
 - Coordinating pregame and halftime activities to include activities with campus or youth group
- Gameday Management (30%)
 - On-site management of home events, including coordination of gameday employees
 - Greeting officials and ensuring that officials are escorted to and from the locker room
 - Report any incidents at home events
 - Insure that attendance is tracked and recorded; ticket revenue is deposited on the next business day
- Student Attendance Coordinator (10%)
 - Develop strategies to encourage student attendance at home events
 - Coordinate efforts with Student Life staff
- Campus Outreach Coordinator (10%)
 - Develop strategies to encourage campus attendance at home events
 - Distribute schedule cards, posters and event flyers on campus
- Youth Attendance Coordinator (10%)
 - Develop a marketing plan to reach out to youth groups in the community to encourage attendance at home events
 - Employ sales strategies to contact youth groups to sell tickets to home games or otherwise encourage attendance

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

- Assist with departments events, including Night with the Yotes, Coyote Cup and Coaches Luncheons
- Assist with operating the athletics office
- **Perform other duties as assigned by the job's supervisor.**

JOB'S PERFORMANCE MEASURES AND STANDARDS: This section lists the specific performance measures which will be used evaluate job performance. Actual performance standards (goals) for each performance measure will be set in consultation with the job holder.

- Game Operations – confirmation of systematic strategy; good planning, written job descriptions and continual improvement.
- Game Management – appropriate proactive actions as the game manager; successful event operations; prompt and accurate records for ticket revenue
- Student Attendance Coordinator – specific strategies employed for home events, coordination with Student Life or other campus groups, increased student attendance, achieving student attendance goals
- Campus Outreach Coordinator – a minimum of four campus (non-student) outreach events per year, successful distribution of information to campus (i.e., schedule cards, posters, others)

- Youth Attendance Coordinator – successful promotions to encourage student attendance; achieving youth attendance goals

JOB 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:** Valid driver’s license.
- **PREFERRED:** None

WORK EXPERIENCE:

- **MINIMUM REQUIRED:** College athletics game operations experience
- **PREFERRED:** Two years of game operations experience, demonstrable sales skills. Experience with NAIA 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 JOB 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.