



Job/Position Description

ASSISTANT Cross Country / Track & Field COACH (GRADUATE ASSISTANT)

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position you should submit an application (www.kwu.edu/jobs), a cover letter, and a resume/curriculum vitae. Please email your application materials to (luke.samford@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 Position/Job Description. If emailing, make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applications are received.
- The position estimated start date is October 15, 2018

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will not check references or past employers without first notifying you of our intent to do so. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Assistant Cross Country / Track & Field Coach (Graduate Assistant Position) - **Important note: This position is funded as a Graduate Assistant position, and only Graduate Assistant qualified applicants may apply or be hired. See the Graduate Assistant Program Addendum attached to this Job/Position Description.**

POSITION'S MAJOR OFFICE: Athletics

MAJOR OFFICE RESPONSIBILITIES: Athletics is responsible for operations of 23 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: Men's and Women's Cross Country / Track & Field

POSITION'S DEPARTMENT RESPONSIBILITIES: Responsibilities include assisting the head coach in areas of recruitment, scouting, practice organization, meet management, transportation, fundraising, and other duties as assigned by the head coach and athletic director.

POSITION'S DIRECT SUPERVISOR: Luke Samford, Head Coach.

DATE POSITION LAST REVIEWED OR ANALYZED: September 2018 **REVISED BY:** Luke Samford, Head Coach. Reviewed by Mike Hermann, Director of Athletics

POSITION'S EMPLOYMENT STATUS: Part-Time, Staff, Non-Exempt, At-will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: See the GA Program Addendum which follows this job description.

POSITION INFORMATION

POSITION'S SUMMARY: The position is responsible for assisting the Head Coach in recruiting and coaching the Cross Country / Track & Field programs with an emphasis on **Sprints, Hurdles, and Relays**.

POSITION WORKS WITH: The Cross Country / Track & Field coaching staff, the student-athletes, alumni, faculty and other athletics staff members.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Office, Track & Field facilities, and weight room.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Position is required to work outdoors during both hot and cold weather. Potential exposure to blood borne pathogens.

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

POSITION'S WORK SCHEDULE: Flexible part-time schedule (25 per week required), arranged around GA studies and classes, recruiting, scheduled team practice and competition times, and staff meetings. The day-to-day work schedule may change based on the program's needs and requirements.

POSITION'S TRAVEL REQUIREMENTS: Some travel for recruiting, as well as with the team for competition.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

- Coaching/Teaching (50%)
 - Instruct, teach and coach student-athletes during practice and competition.
 - Coordinate the strength and conditioning program with the assistance of the Head Coach.
 - Provide input to the head coach on practice/meet planning.
 - Oversee and handle study hall hours and participation.
 - Provide reports and documentation when required by the Director of Athletics Programs.
- Recruiting (40%)
 - Identify and recruit potential team members to KWU, recording transactions in Front Rush or similar university provided recruiting software.
 - Retain current KWU students as team members.
 - Assist in the development of recruiting media.
 - Coordinate recruiting visits in cooperation with admissions, meals and housing.
- Administration (5%)
 - Assist with key administrative tasks, including team travel, budget management and academic success of student-athletes.
 - Assist in coordinating community service and Champions of Character program for the Cross Country / Track & Field program.
 - Assist with the operation of the athletics program by serving in an as-needed basis for key tasks, such as meet management, marketing or other duties as requested.
 - Be available for day-to-day operations in assisting the head coach, current student-athletes and recruits.
 - Assist in promoting positive social media both personally and monitoring of the program.
 - Coordinate with Head Coach in cooperative ventures for both fundraising and community service.

POSITION'S OTHER DUTIES (5%):

- 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 or Athletic Director.

POSITION'S PERFORMANCE MEASURES AND STANDARDS: This section lists the specific performance measures 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 and their direct supervisor.

- Recruiting – making the assigned number of recruiting contacts and recruiting the assigned number of students for the following year.

- Coaching – ranking in the top half of the KCAC in key statistical measures for that position.
- Student-Athlete Welfare – developing a mentoring relationship with all members of Cross Country / Track & Field program.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor’s degree with qualifications (i.e., minimum 3.00 GPA) for admission to the MBA program.
- PREFERRED: Desire to coach at the High School or College levels following graduation.

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 (within 60 days of employment)
 - Blood Borne Pathogen online training (must be completed within 60 days of employment)
 - Valid driver’s license.
 - CDL is not required, but encouraged.

WORK EXPERIENCE:

- MINIMUM REQUIRED
 - Experience playing or coaching Sprint, Hurdles, and/or Relays.
- PREFERRED
 - Experience with NAIA.

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.
 - Strong desire to enter the field of coaching.
- PREFERRED
 - None.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITON. 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 to be 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 Christian 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.



AGREEMENT SIGNATURES

Employee's Signature _____ Date ____/____/____

I have read, understand, and accept this Position Description and more specifically the duties and standards of performance associated with this position and agree to be held accountable for successfully completing these duties and standards of performance. In addition, I agree to be held accountable for following the policies and processes as outlined in the KWU Employee Handbook, and acknowledge receipt of the handbook.

Direct Supervisor's Signature _____ Date ____/____/____

A copy of the signed PD is to be retained by both the position employee and their direct supervisor. In addition, a signed copy is to be given to and retained by the Department's Supervisor and the HR Department.