



Job/Position Description

Graduate Assistant for Men's and Women's Tennis (GRADUATE ASSISTANT)

APPLICATION AND HIRING TIMELINE INFORMATION

IMPORTANT NOTE: These positions are funded by a Graduate Assistant contract, and only Graduate Assistant qualified applicants may apply or be hired.

To apply for this position you should submit an [application](#), cover letter and resume/curriculum vitae. Please email your application materials to josh.molino@kwu.edu (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Clafin, 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 begins October 15, 2018

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

POSITION TITLE: Graduate Assistant for Men and Women Tennis (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 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 and Women Tennis

POSITION'S DEPARTMENT RESPONSIBILITIES: The Men and Women Tennis 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 11 men and 11 women active student-athletes and each year. In addition, the program is responsible for instructing and preparing the student-athletes for successful competition in the KCAC, counselling the student-athletes on academic, athletic and social issues, coordinating a team community service program, and providing a connection point for outreach to the campus, alumni and Salina communicates.

POSITION'S DIRECT SUPERVISOR: Josh Molino – Head Men's and Women's Tennis Coach.

DATE POSITION LAST REVIEWED OR ANALYZED: September 18, 2018 **REVISED BY:** Mike Hermann, Vice President and Director of Athletics

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

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: See the 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 Men's and Women's student-athletes.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Office, weight room and indoor practice and competition facilities.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Position is required to work indoors 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 during normal office hours 8 am to 5 pm, arranged around GA studies and classes, recruiting, scheduled team practice and competition times, and staff meetings. Position is limited to an average of 20 hours per week.

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

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES (RESULTS AND BEHAVIORS):

- Teaching/Coaching (50%): Assist the Head Coach to provide student-athletes with the necessary knowledge, skills, and experiences required to be competitive at their chosen position or area.
 - Instruct, teach and coach student-athletes during practice and competition.
 - Conduct video breakdown and instruction as a teaching and preparation tool.
 - Assist in planning practices, including both varsity and JV.
 - Provide input to the head coach on practice and/or game strategy.
- Recruiting (35%): Assist the Head Coach to recruit and maintain a squad size consistent with university and department goals.
 - Ensure that program meets annual squad size number (currently 11 women and 11 men)
 - Identify, evaluate and recruit potential team members to KWU, recording transactions in FrontRush or similar university provided recruiting software.
 - Bring student-athletes on campus for visits during school year.
 - Retain current KWU students as team members
 - Ensure program recruiting activities adhere to University and NAIA Policies and Procedures
- Administration (10%): Assist the Head Coach in meeting administrative university and department goals and deadlines.
 - Assist with key administrative tasks, including team travel, budget management and academic success of student-athletes.
 - Coordinate community service and Champions of Character program for the tennis program.
 - 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%):

- Develop a network of high school and/or college coaches that can assist in the recruiting process.
- Assist with Men's and Women's Tennis program and athletics department fundraising events.
- **Perform other duties as assigned by the position's supervisor.**

POSITION'S PERFORMANCE MEASURES AND 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.

- Recruiting – making the assigned number of recruiting contacts and recruiting the assigned number of students for the following year.
- Coaching – help the program finish in the top four in the KCAC annually.
- Student-Athlete Welfare – developing a mentoring relationship with each member of the Men's and Women's Tennis program.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor's degree.
- 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 and Blood Borne Pathogen online training (both must be completed within 60 days of employment); Valid driver's license.

WORK EXPERIENCE:

- MINIMUM REQUIRED: Experience playing or coaching college tennis.
- PREFERRED: Experience in recruiting, especially in NAIA tennis 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/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITION. 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.