Job Description

HEAD MEN'S BASKETBALL COACH

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a cover letter, resume/CV, contact information for three references, and your salary requirements. Please email your application materials to hr@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.

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.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin immediately and will continue until the job is filled.
- Job is anticipated to be filled **no later than** April 1, 2016.
- Job starts as soon as possible.

ADMINISTRATIVE INFORMATION

Position Title: HEAD MEN'S BASKETBALL COACH

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 basketball
POSITION'S DEPARTMENT RESPONSIBILITIES: The Men's basketball 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 26 active student-athletes and managers each year; instruct and prepare the student-athletes for competition in the KCAC; schedule and coach intercollegiate basketball matches 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: Mike Hermann, Director of Athletics

DATE POSITION LAST REVIEWED OR ANALYZED: February 2016 REVISED BY: Mike Hermann, Director of Athletics; Reviewed by

POSITION'S EMPLOYMENT STATUS: Full-Time, Staff, Exempt, At-Will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the person's qualifications and experience. Full-time benefits as outlined in the university benefits package.

POSITION INFORMATION

POSITION'S SUMMARY: The position is responsible for recruiting and coaching men's basketball student-athletes.

POSITION WORKS WITH: Oversight of part-time assistant coach. Works significantly with the women's basketball staff, athletic training staff and sports information director. Also works with other head coaches, admissions and financial aid staff and other athletics staff members.

POSITION'S STAFF AUTHORITY: Oversight of men's basketball assistant coach(es)

POSITION'S BUDGET AUTHORITY: Oversight of the Men's basketball budget

POSITIONS PHYSCIAL WORKING CONDITIONS: Office, weight room and outdoor practice and competition facilities.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Potential exposure to blood borne pathogens.

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

POSITION'S WORK SCHEDULE: Flexible full-time schedule (normal office hours 8 am to 5 pm), arranged around recruiting, scheduled team practice and competition times, and staff meetings.

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:

- Coaching (50%)
  - Instruct, teach and coach student-athletes during practice and competition.
  - Conduct video analysis and instruction as a teaching and preparation tool.
  - Plans practice and/or game-day strategy.
- Recruiting (30%)
  - Identify, evaluate 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
  - Insures that program meets annual squad size number (currently 26)
  - Ensures program recruiting activities adhere to University and NAIA Policies and Procedures
- Administration (15%)
  - Ensures ongoing eligibility of student athletes in the men's basketball program and monitors their academic program. Targets include a 3.00 team GPA and a 90 percent graduation rate for student-athletes that exhaust eligibility at Kansas Wesleyan.
  - Provides schedules for non-conference contests that are fiscally efficient and spectator friendly.
  - Conducts inventories of uniforms, supplies and equipment to ensure effective maintenance of physical resources.

- Supervises the assistant coaches.
- Effectively uses fiscal resources to coordinate team travel and recruiting.
- Insures that the program participates in at least one Champions of Character activity annually.
- Serves as the primary spokesperson for the program in the community, leading at least two team community service projects annually and participating in at least one addition project personally.
- Engages former student-athletes from the program throughout the year and conducts at least one on-campus alumni event annually.
- Participates in campus service and leadership opportunities regularly, serving in at least three annually.
- Represents the University at conference, regional, state and national meetings relating specifically to Men's basketball.
- Works with the SID to provide accurate data for individual and team accomplishments, as well as game scores.
- Provides reports and documentation when required by the Director of Athletics

POSITION'S OTHER DUTIES (5%):

- Provides reports and documentation when required by the Director of Athletics
- **Other duties as assigned by the Director of Athletics.**

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 – sufficient recruiting contacts and evaluations to insure that the minimum roster size is achieved as of the 20th day of the fall semester.
- Athletic Success – program "qualifies annually" for the conference tournament and advances over time in the conference standings.
- Engagement – that the program or the coach meets the above requirements for campus, community and alumni engagement.
- Student-Athlete Welfare – positive program comments in the annual review by student-athletes
- University Contribution – the coach, the staff and the student-athletes contribute positively to the university.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor's degree.
- PREFERRED: Master's degree

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.
- PREFERRED: None

WORK EXPERIENCE:

- MINIMUM REQUIRED: Minimum of five years coaching experience. Experience in recruiting.
- PREFERRED: Basketball head coaching experience. Experience with NAIA programs. Five years or more college coaching experience.

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 COMPREHESIVE 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.