



Position Description  
Assistant Coach  
(Graduate Coaching Assistant)

**APPLICATION AND HIRING TIMELINE INFORMATION**

IMPORTANT NOTE: Graduate Coaching 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:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Name the GA position applying for (i.e., flag football, men’s basketball, etc.),
6. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts July 8, 2024.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

**ADMINISTRATIVE INFORMATION**

**POSITION TITLE:** 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 Position Description.**

**POSITION’S GROUP:** Athletics

**GROUP’S MAJOR RESPONSIBILITIES:** Athletics is responsible for operations of 25 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:** Athletic Department(s): \*indicates open positions.

Women’s Flag Football *	Men’s Football
Women’s Golf *	Men’s Golf *
Women’s Soccer	Men’s Soccer *
Women’s Volleyball *	Men’s Volleyball
Women’s Tennis *	Men’s Tennis *
Women’s Bowling *	Men’s Bowling *
Women’s Track & Field – Indoor/Outdoor *	Men’s Track & Field – Indoor/Outdoor *
Women’s Cross Country	Men’s Cross Country
Women’s Basketball *	Men’s Basketball
Women’s Softball	Men’s Baseball
Competitive Cheer	Competitive Dance
eSports	

**DEPARTMENT'S MAJOR RESPONSIBILITIES:** The Graduate Assistant is expected to recruit and retain student-athletes that can be successful academically, socially, and athletically at Kansas Wesleyan University, meeting a minimum roster size of active student-athletes each year. In addition, the program is responsible for instructing and preparing the student-athletes for successful competition in the KCAC, counseling 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 communities.

**POSITION'S DIRECT SUPERVISOR:** Head Coach

**DATE POSITION LAST REVIEWED OR ANALYZED:** April 2024. Revised by the Director of Athletics and Human Resources.

**POSITION'S EMPLOYMENT STATUS:** Part-Time, Staff, Exempt (teaching duties exemption), At-Will

**POSITION'S SALARY OR SALARY RANGE AND BENEFITS:** \$10,000 for 10 contract months, graduate tuition remission as per the standard Graduate Assistant Contract.

## POSITION INFORMATION

**POSITION'S SUMMARY:** The position is responsible for assisting the Head Coach to teach, recruit, and mentor the Women's Volleyball 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 and outdoors, during both hot and cold weather. Potential exposure to blood borne pathogens.

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

**POSITION'S WORK SCHEDULE:** Flexible part-time schedule (limited to 1,380 hours annually), arranged around recruiting, scheduled team practice and competition times, staff meetings 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:

- Teaching (50%)
  - 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 junior varsity.
  - Provide input to the head coach on practice and/or game strategy.
- Recruiting (30%):
  - Ensure that program meets annual squad size number (currently 35 student-athletes)
  - 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 (15%)
  - Assist with key administrative tasks, team travel, budget management and academic success of student-athletes.
  - Coordinate community service and Champions of Character 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.
- **Perform other duties as assigned by the position's supervisor.**

## 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 (within 60 days of employment)
  - NAIA Rules Test online course (within 60 days of employment)
  - Blood Borne Pathogen online training (must be completed within 60 days of employment)
  - Valid driver's license.

### **WORK EXPERIENCE:**

- MINIMUM REQUIRED: Experience playing or coaching college sport.
- PREFERRED: Experience in recruiting.

### **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.
  - Successful High School and/or College soccer career.
- PREFERRED
  - High School and/or College coaching experience

## 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 "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.

**ADDENDUM TO THE  
EMPLOYMENT OFFER LETTER (GRADUATE ASSISTANT)**

1. The purpose of the Graduate Assistant Program is to employ qualified students in Kansas Wesleyan University's (KWU) Master level programs in order to provide those students with relevant, real-life work experience as they pursue their Master's degree. The Graduate Assistant Program funds one course per 8-week term during the fall and spring semesters (two eight-week terms each), and one course during the eight-week summer semester. The GA/student is responsible for progressing toward successful completion of the Master's degree by being enrolled in one course during each eight-week each term.
2. **However, if the Graduate Assistant is participating in a sport, the GA will not receive tuition remission until the semester following season of said sport. Example, sport season is active through partial/full semester (fall, spring, or summer), tuition remission will start the beginning of the next full semester.**
3. To be and remain eligible for employment in the Graduate Assistant Program as a GA at KWU, the person must be **enrolled in**, and **successfully completing** a Master's program at KWU. **This addendum is not a contract. If you resign at any time within the 24-month time frame that is established to complete the MBA program, compensation will stop at date of resignation, and tuition remission benefits will stop at the end of current course section.**
4. The GA will be required to accomplish the following with respect to his or her Master's Program (Program) at KWU:
  1. Attend classes regularly, unless an "excused absence" is obtained in compliance with university standards;
  2. Comport themselves in the Program and in their employment as a positive example to, and role model for, undergraduate students, athletes, and activity participants;
  3. Receive no final grade lower than a C in any course, remain in "good standing" at the university pursuant to its published policies, maintain at all times the required GPA for continuing graduate students at the university, and otherwise remain in compliance with all university requirements for graduation;
  4. Be enrolled in one course during each eight-week term during the year.
5. No courses in the Program where a grade of C or better has been earned, may be retaken for a better grade; any course retaken pursuant to the appeals provisions of section 5 below will be at the sole cost and expense of the GA.
6. Receiving a final grade lower than a C in any course during the Program, will result in immediate notice of dismissal as a GA by your department supervisor.

Within fifteen (15) days of receipt of such notice, the GA may submit a written appeal of the dismissal for extenuating and extraordinary circumstances to their department supervisor who will consider the appeal and communicate a decision regarding reinstatement, in writing to the GA and the Provost, within thirty (30) days of their receipt of the appeal, subject to review by the Provost, as described below.

If a decision is made by the department supervisor to reinstate the GA in the GA Program, this decision will be communicated to the Provost within the required thirty (30) day period. The Provost has the authority to override the decision if they determine that the GA is not making satisfactory progress toward a Master's Degree or is not likely to succeed academically in completing the Program as required in this Addendum; any such reversal by the Provost will be final and non-appealable and will be communicated in writing to the GA within fifteen (15) days of the Provost's receipt of the department supervisor's reinstatement decision. With the written approval of the Provost, in their sole discretion, a GA may be dismissed from the Graduate Assistant Program but still remain in the Program, at the GA's own expense. GA's will continue to be employed at KWU pending the final disposition of any authorized appeal.

Time is of the essence of all matters in this section 5. Failure to act within a required time period will be construed against the non-acting party and in favor of the party not required to act within that period.

7. The Graduate Assistant as a student employee:
  1. Will reside in Salina while employed in the Graduate Assistant Program.
  2. All GA's (domestic or international student) are required to carry qualifying medical insurance. If the GA does not have medical insurance (and they are not participating in a sport), they are able to purchase this insurance through the university at the current rate of \$3,339.00. This rate is current for the 2024-2025 academic year, August 1, 2024, through July 31, 2025. Since this is a mandatory fee student aid may be used to cover this expense (domestic GA student).
  3. Will be provided with a position description and be expected to perform the duties and responsibilities as outlined in that job description, including additional duties and responsibilities as assigned by their department supervisor.
  4. Will be assigned office space for the performance of their duties and responsibilities.
  5. Will have at least two weeks of time-off annually and their department supervisor will determine and schedule time-off in accordance with university and GA needs. In addition, the summer can be a time for the GA (domestic GA only) to get a more substantial job in Salina.