



Job/Position Description
Assistant Softball & Pitching Coach
(Graduate Assistant)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, and resume/curriculum vitae. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. 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 applicants are identified, and continue until a hiring decision is made.
- Position is 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: Graduate Coaching Assistant (GCA) – Softball **IMPORTANT NOTE:** This position is funded by a Graduate Assistant contract, and only Graduate Assistant qualified applicants may apply or be hired.]

JOB'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.

JOB'S DEPARTMENT: Softball

DEPARTMENT'S MAJOR RESPONSIBILITIES: The Softball 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 active student-athletes each year; assist with coaching softball, specifically pitching; instruct and prepare the student-athletes for competition in the KCAC; assisting in practice preparation, and assisting in scheduling and coaching intercollegiate contests; 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.

JOB'S DIRECT SUPERVISOR: Taylor Reichard, Head Softball Coach

DATE POSITION LAST REVIEWED OR ANALYZED: May, 2021; **REVISED BY:** Steve Wilson, Director of Athletics, and Becky Mathews, Human Resources

JOB'S EMPLOYMENT CLASSIFICATIONS: Part-Time, Staff, Exempt (Teaching Exemption), At-Will

JOB'S SALARY AND BENEFITS: \$8000 per year plus graduate tuition remission as per the standard Graduate Assistant Program requirements.

JOB INFORMATION

JOB SUMMARY: The job is responsible for coaching Softball specifically pitching, and recruiting Softball student-athletes.

JOB WORKS WITH: Primarily, the Softball coach and the Pitchers/ student-athletes with secondary contact with other athletics staff members.

JOB 'S STAFF AUTHORITY: None

JOB'S BUDGET AUTHORITY: None

JOB 'S PHYSICAL WORKING CONDITIONS: Office, indoor facilities, Outdoor facilities, and weight room

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

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

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

JOB'S TRAVEL REQUIREMENTS: Significant travel for with the team for competition as well as time traveling for recruiting, purposes.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

- **Coaching/Teaching (50%)**
 - Instruct, teach and coach student-athletes during practice and competition.
 - Conduct video breakdown and instruction as a coaching, teaching and preparation tool.
 - Provide input to the head coach on practice and/or gameday coaching strategy
 - Coach condition/strength training workouts designed for the team.
- **Recruiting (35%)**
 - 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
- **Administration (10%)**
 - Assist with key administrative tasks, including team travel, budget management and academic success of student-athletes.
 - Coordinate community service and Champions of Character program events for the softball team.
 - 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 the Softball program and athletics department fundraising events.
- Performs other duties as assigned by the position's supervisor.

POSITION'S PERFORMANCE MEASURES AND REVIEWS: This section lists the specific performance measures upon which this employee's job performance will be evaluated. Actual performance standards (goals) for each performance measure will be set in consultation with the job holder.

- Performance Measures
 - Coaching – team rank in top three of KCAC annually.
 - Recruiting – making the assigned number of recruiting contacts and recruiting the assigned number of students for the following year.

- Student-Athlete Welfare – developing a mentoring relationship with each member of the Women’s softball program.
- Specific goal assignments related to coaching, recruiting, and administrative activities.
- Performance Reviews
 - Continuous feedback as needed.
 - Twice monthly informal performance review with job’s supervisor.
 - Quarterly formal performance review with job’s supervisor.
 - Annual performance review.

POSITION 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:
 - 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.
- PREFERRED: None

WORK EXPERIENCE:

- MINIMUM REQUIRED:
 - Collegiate softball pitching experience.
- PREFERRED:
 - Softball/ Pitching Coaching experience. Experience in recruiting. Experience with NAIA softball 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/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 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. To be, and remain eligible for employment in the Graduate Assistant Program as a GA at KWU, the person must be enrolled in, and be successfully completing a Master's program at KWU.
3. 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.
4. 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.
5. 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.

6. The Graduate Assistant as a student employee:
 1. Will reside in Salina while employed in the Graduate Assistant Program. The GA may reside either on or off-campus.
 2. If the GA is an International student, the GA will be required to pay a \$1,700 international student fee, which can be paid within the first three months. Payment arrangements are made through the Business Office within the first week of signing the Employment Offer Letter (Graduate Assistant) and this Addendum.
 3. Will be provided with a job 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.

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 to get a more substantial job in Salina, but the GA must plan to spend at least 20 hours each week working for the university. If the student does take an extended leave during the summer months, it must be approved by the GA's department supervisor and the monthly stipend is suspended for that time period. The department supervisor is responsible for reporting that information to the CFO. It is preferred that the student stay in Salina and fulfill his or her obligations.