



KANSAS WESLEYAN UNIVERSITY
POSITION DESCRIPTION

Assistant Coach for Track and Field (Throws)
(Graduate Assistant)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit an application at kwu.edu/jobs, cover letter, resume/curriculum vitae, two writing samples and your salary requirements via email to kyle.hiser@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.

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 will continue until a hiring decision is made.
- Position is to be filled 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

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 & Women's Cross Country and Track Field

POSITION'S DEPARTMENT RESPONSIBILITIES: The Cross Country and Track 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 50 active student-athletes and managers each year; instruct and prepare the student-athletes for competition in the KCAC; coach intercollegiate track and field athletes, counsel the student-athletes on academics, athletic and social issues.

POSITION'S DIRECT SUPERVISOR: Head Cross Country and Track and Field Coac

DATE POSITION LAST REVIEWED OR ANALYZED: July 25, 2019 **REVISED BY:** Reviewed by Mike Hermann

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

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: See addendum.

POSITION INFORMATION

POSITION'S SUMMARY: The position is responsible for recruiting and coaching men and women cross country / track and field student-athletes, with a focus in the throwing events

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

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 (normal office hours 8 am to 5 pm), arranged around class attendance, 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 meets.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

- **Coaching/Teaching (60%)**
 - Instruct, teach and coach student-athletes during practice and competition.
 - Plan practice and/or race day strategy for student-athletes in all throws events.
 - Effectively use fiscal resources to coordinate team travel and recruiting.
 - Oversee and handles study hall hours and participation.
- **Recruiting (35%)**
 - Identify, evaluate and recruit potential team members to KWU, recording transactions in FrontRush or similar university provided recruiting software.
 - Retain current KWU students as team members
 - Ensure that program meets annual squad size number
 - Ensure program recruiting activities adhere to University and NAIA Policies and Procedures

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'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.
- Position Coaching – ranking in the top half of the KCAC in key statistical measures for that position.
- Student-Athlete Welfare – developing a mentoring relationship with at least 20 members of the track & field program.

POSITION QUALIFICATIONS

EDUCATION:

- **MINIMUM REQUIRED:** Bachelor's degree. Admission and successful participation in KWU 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 and Blood Borne Pathogen online training (both must be completed within 60 days of employment); Valid driver’s license.
- PREFERRED: USATF and/or USTFCCA Coaching Certifications

WORK EXPERIENCE:

- MINIMUM REQUIRED: Collegiate track experience as a thrower or two years coaching college track and field experience.
- PREFERRED: Recruiting experience. Experience with NAIA track and field 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.
 - Demonstrable recruitment 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 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 positon 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.