



Job/Position Description

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

HIRING TIMELINE

To apply for this position you should submit an application (www.kwu.edu/jobs), a cover letter, and a 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. Claffin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Position/Job Description. If emailing, 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 applications are received.
- The position begins July 15, 2019.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will not check references or past employers without first notifying you of our intent to do so. 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 12 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: May 18, 2019 **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 12 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.



GRADUATE ASSISTANT PROGRAM ADDENDUM

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 supplement KWU staffing requirements while providing those students with relevant 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 himself/herself 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 his/her 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 his/her 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 he/she determines 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 his/her sole discretion, a GA may be dismissed from the Graduate Assistant Program but still remain in the Program, at his/her 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. Will receive the following compensation:

1. If residing on-campus, the GA will receive \$450.00 per month, on-campus living quarters, board (during the days Shriwise Cafeteria is open), and tuition reimbursement for one class per term in one of the Master's level Programs at KWU. GA's residing on-campus will be required to provide a security deposit of \$200.
2. If residing off-campus, the GA will receive \$800.00 per month and tuition reimbursement for one class per term in the one of the Master's level Programs at KWU.
3. If the GA is an International student, the GA will be required to pay a \$1,500 international student fee, which can be paid incrementally over the first few months. Payment arrangements are made through the Business Office within the first week of signing the Employment Offer Letter (Graduate Assistant) and this Addendum.
4. 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.
5. Will be assigned office space for the performance of his/her duties and responsibilities.
6. Will have at least two weeks of time-off annually and his or her 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.

THIS ADDENDUM IS ATTACHED TO AN EMPLOYMENT OFFER LETTER (GRADUATE ASSISTANT) BETWEEN KANSAS WESLEYAN UNIVERSITY AND THE GRADUATE ASSISTANT, DATED _____, AND MADE A PART THEREOF BY THIS REFERENCE. THIS ADDENDUM DOES NOT CONSTITUTE AN EMPLOYEE CONTRACT AND EMPLOYMENT AT KWU IS "AT-WILL," MEANING EITHER KWU OR THE EMPLOYEE MAY TERMINATE EMPLOYMENT AT ANY TIME FOR ANY REASON.

Graduate Assistant Signature

Date Signed