



Job/Position Description  
Assistant Cheer & Dance Coach  
(Graduate Assistant)

**APPLICATION AND HIRING TIMELINE INFORMATION**

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

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**

**POSITION TITLE:** Graduate Coaching Assistant (GCA) – Cheer and Dance [IMPORTANT NOTE: This position is funded by a Graduate Assistant contract, and only Graduate Assistant qualified applicants may apply or be hired.]

**POSITION'S GROUP:** Athletics

**GROUP'S MAJOR RESPONSIBILITIES:** Athletics is responsible for operations of 24 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:** Cheer and Dance

**DEPARTMENT'S MAJOR RESPONSIBILITIES:** The Cheer and Dance 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 both cheer and dance programs; 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.

**POSITION'S DIRECT SUPERVISOR:** Christina Swagerty, Head Cheer & Dance Coach

**DATE POSITION LAST REVIEWED OR ANALYZED:** December 23, 2020; **REVISED BY:** Steve Wilson, Director of Athletics, and Becky Mathews, Human Resources

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

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

## POSITION INFORMATION

**POSITION SUMMARY:** The job is responsible for coaching and recruiting Cheer and Dance student-athletes.

**POSITION WORKS WITH:** Primarily, the Cheer and Dance coach and the Cheer and Dance student-athletes with secondary contact with other athletics staff members.

**POSITION'S STAFF AUTHORITY:** None

**POSITION'S BUDGET AUTHORITY:** None

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

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** Job 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 (25 hours per week required), arranged around coaching, recruiting, scheduled team practice and competition times, staff meetings and the GA's class schedule.

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

## JOB RESPONSIBILITIES AND PERFORMANCE MEASURES/REVIEWS

### **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 for the Cheer and Dance 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 the Cheer and Dance 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 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:** Completion of the American Association of Cheerleading Coaches and Administrators (AACCA) safety course;

### **WORK EXPERIENCE:**

- **MINIMUM REQUIRED:** Collegiate cheer or dance experience.
- **PREFERRED:** College Cheer or Dance Coaching experience. Experience in recruiting. Experience with NAIA cheer or dance 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.