



## Job/Position Description

# Assistant Band Director / Director of Athletic Bands Staff (Full-Time)

### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, **you should submit an application**, found at [KWU Employment Application Form](#). Applicants must also **submit a cover letter, resume/curriculum vitae, contact information for three references, and your salary requirements**. Please email your application materials to Human Resources ([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 received until the position is filled.
- Interviews will begin immediately, as qualified applicants are identified, and will continue until the position is filled.
- Hiring is expected to occur as soon as possible, and the position begins work August 4, 2021.

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 TITLE:** Assistant Band Director / Director of Athletic Bands

**JOB'S OPERATING GROUP:** Office of the Provost

**OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES:** The Office of the Provost is responsible for the development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty, the design and delivery of all academic curriculum, the design and delivery of all academic co-curricular programs and activities, and the design and delivery of all support and information services required to maintain university accreditation and increase student success in all academic areas of the university.

**JOB'S DEPARTMENT:** Music

**DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES:** The Department of Music is responsible for the effective development and delivery of the department's curriculum and advising of department majors. In addition, the department assists other areas of the university in recruiting new students to the university and participates on faculty and university committees. The department focuses on quality teaching and student-centered learning. The mission of the Music Department is as follows: It is the mission of the Music Department to provide students with a comprehensive music education by focusing on a theoretical understanding of the musical language; the art of performance; and the spiritual role music plays, individually and culturally.

**JOB'S DIRECT SUPERVISOR:** Provost and Department of Music Chair

**DATE JOB LAST REVIEWED OR ANALYZED:** April 2021. Damon Kraft, Provost; Becky Mathews, Human Resources

**JOB'S EMPLOYMENT STATUS:** Staff (12-month position), Full-Time, Exempt, At-Will

**JOB'S SALARY AND BENEFITS:** Final salary is dependent upon the successful candidate's experience and qualification. Full-time benefits as outlined in the university benefits package found on the university's job web site.

## POSITION INFORMATION

**JOB/POSITION SUMMARY:** Kansas Wesleyan University is seeking an Assistant Director of Bands / Director of Athletic Bands who will help expand the prominence of the university music program. The Assistant Director of Bands will build a vibrant and highly visible major university athletic band program as an Assistant Director of the KWU Bands.

Candidates should demonstrate a successful record of recruitment, teaching, administration, professional integrity, and leadership. Teaching duties will include but may not be limited to conducting the University Athletic Band, assist in supervising music education student teachers, and providing instruction within to-be-determined subject areas such as instrumental conducting, music education, applied music, music history, or music theory (this will be finalized based on the Department of Music's instructional needs and the candidate's area(s) of expertise). The Assistant Director of Bands will assist the Director of Bands with program administration, fiscal planning and management, coordination of special events, and the music department's student recruitment efforts. The Assistant Director of Bands will also collaborate with members of the KWU staff, university constituents, including the Director of Bands, Graduate Teaching Assistants, KWU Athletics, Alumni, and other administrators / faculty / staff in the KWU Department of Music.

The successful candidate will be expected to build a creative and research profile consistent with KWU Department of Music standards in performance areas, participate in shared governance within the Department of Music, and establish and maintain positive relationships with secondary school band directors throughout the region that lead to excellent recruitment and retention of students within the KWU Department of Music.

Position is required to abide by the rules and regulations established by Kansas Wesleyan University, the Kansas Collegiate Athletic Conference, and the National Association of Intercollegiate Athletics. This is a full time, twelve-month position.

**POSITION WORKS WITH:** Provost Office, Department of Music, Director of Athletics, Vice President for Advancement, Admissions, Marketing, as well as other KWU staff and students.

**POSITION'S STAFF AUTHORITY:** None

**POSITION'S BUDGET AUTHORITY:** Athletic Bands Budget

**POSITION'S PHYSICAL WORKING CONDITIONS:** Climate controlled office and classroom environment, and practice and performance facilities. Standing, sitting, stooping, walking, and other similar physical motions and activities are a usual part of the job.

**JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None

**POSITION'S EQUIPMENT** University phone, computer, Learning Management System (LMS) system

**POSITION'S WORK SCHEDULE:** Flexible full-time schedule (40 hours per week required) with weekends and evenings often required.

**TRAVEL REQUIREMENTS:** Some travel required, related to recruiting, and potential performances.

## JOB RESULTS, BEHAVIORS, AND PERFORMANCE MEASURES

### **JOB'S ESSENTIAL DUTIES:**

1. **Teaching:**
  - Meets classroom expectations of the university, including: provision of timely feedback to students, maintaining appropriate course rigor, being highly accessible, and creating dynamic learning experiences.
2. **Recruiting:**
  - Attends weekly admission staff meetings.
  - Identify, evaluate and recruit potential program members to KWU, recording university provided recruiting software.
  - Retain current KWU students as program participants.
  - Ensures that program meets annual new recruiting goals as assigned.

- Promotes the University and attracts new students by maintaining working relationships with other University departments; working especially closely with Alumni, Athletics, Public Relations, and Student Financial Planning Offices.
- Present the university to prospective students and parents, which includes systematic and efficient handling of applications and communication with student candidates and their parents; tours of the institution; interviews with student candidates and their parents; arrangements for admissions' testing; securing of necessary student credentials; and communicating final decisions to the appropriate individuals.
- Lead Recruiter for all music programs, works closely Music Department Chair, music faculty, and the Assistant Director of Recruitment.
- Formulate a plan for recruiting students within your assigned territory.
- Attend recruiting events such as college fairs, open houses, and other community activities to identify students interested in attending KWU.
- Build strategic relationships with recruiting partners such as high schools and community organizations to promote KWU.
- Counsel prospective applicants. One-on-one admissions counseling occurs primarily through phone calls, email, text, letters and some in person appointments.
- Move prospective students in music from inquiry to applicant to admit to deposited student to enrolled student. Ensure they complete all requirements and set expectations with them for what the KWU experience will be like.
- Ensures program recruiting activities adhere to University Policies and Procedures.

### **3. Administration:**

- Ensures ongoing eligibility of students in the Athletic Band program and monitors their academic program. Targets include a 3.00 team GPA and a 90 percent graduation rate for musicians that exhaust eligibility at Kansas Wesleyan.
- Provides schedules for performances that are fiscally efficient and audience friendly.
- Conducts inventories of music supplies and equipment to ensure effective maintenance of physical resources.
- Effectively uses fiscal resources to coordinate travel and recruiting.
- Serves as the primary spokesperson for the program in the community, leading at least one program community service project annually.
- Works with the Department of Music Chair to provide accurate data for individual and program accomplishments.
- Provides reports and documentation when required by the Provost, Director of Athletics, or Vice President for Advancement, Admissions, and Marketing.

### **JOB'S OTHER DUTIES:**

- 1. Other duties as assigned by the Provost or Department of Music Chair.**

## POSITION QUALIFICATIONS

### **EDUCATION:**

- **MINIMUM REQUIRED:** Master's degree in Instrumental Music or Music Education
- **PREFERRED:** Doctoral degree in Instrumental Music or Music Education

### **CERTIFICATIONS AND LICENSES:**

- **MINIMUM REQUIRED:** Valid driver's license.
- **PREFERRED:** None

### **WORK EXPERIENCE:**

- **MINIMUM REQUIRED:** Two years of collegiate and athletic band experience with demonstrated ability to recruit and retain students in the program.
- **PREFERRED:** Experience with NAIA programs, particularly with those that have high-level basketball and football programs.

### **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:**

- **MINIMUM REQUIRED**
  - Demonstrated advanced level of oral and written communication skills.
  - Demonstrated ability to meet required attendance and submission deadlines.
  - Demonstrated ability to create, articulate, and assess course learning outcomes.
  - Demonstrated effectiveness in creating course materials (syllabus, handouts, presentations, etc.) which enhance student interest and engagement.
  - Demonstrated ability to create and manage effective grading rubrics for consistent and uniform grading results.
  - Demonstrated ability to work effectively with diverse populations.
  - Demonstrated ability to manage effective, friendly, and civil working relationships with staff, faculty, students, alumni, guests, and others at the university.
  - Demonstrable teamwork and team building skills.
  - Demonstrable priority setting and organizational skills.
  - Demonstrated problem solving and abstract thinking skills.
  - Demonstrated ability to produce high quality work while working independently.
  - Philosophical alignment with the mission and vision of KWU.
- **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.