

Internal Candidates Only

Assistant Baseball Coach and Operations Support Staff

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Resume/curriculum vitae,
3. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts July 20, 2026.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

Position Overview

The Assistant Baseball Coach / Operations Support Staff position supports the mission of Kansas Wesleyan University by contributing to the success of the baseball program and providing operational support across the university as assigned. This position is responsible for assisting with all aspects of the baseball program, including recruiting, coaching, student-athlete development, academic support, and program administration, while also serving in a flexible operational support role to meet institutional needs.

The baseball program is expected to recruit student-athletes who can be successful academically, socially, and athletically at Kansas Wesleyan University; maintain a minimum annual roster size of 60 student-athletes; prepare student-athletes for successful competition in the KCAC; and foster meaningful engagement with the campus, alumni, and Salina communities.

Supervision: This position reports to the Head Baseball Coach and works collaboratively with Athletic Department leadership and designated university personnel for operational support assignments.

Work Schedule: This position requires a flexible work schedule, including evenings, weekends, travel, and non-traditional hours based on practice schedules, competitions, recruiting activities, operational assignments, and university needs.

Key Responsibilities:

Baseball Program Responsibilities (51%)

Operations Support Staff Responsibilities (49%)

Baseball Program Responsibilities

Coaching & Player Development

- Instruct, teach, and coach student-athletes during practices and competitions.
- Conduct video analysis and instruction as a teaching and preparation tool.
- Provide input to the head coach regarding practice planning, game strategy, and player development.
- Assist in preparing opposition scouting reports prior to games and series.
- Counsel student-athletes on academic, athletic, and social issues.
- Schedule and coach intercollegiate competitions as assigned.
- Coordinate and support team community service initiatives.
- Serve as a connection point for outreach to campus constituents, alumni, and the Salina community.

Recruiting

- Identify and recruit prospective student-athletes capable of succeeding academically, socially, and athletically at KWU.
- Maintain recruiting records and transactions using Front Rush or other university-provided recruiting software.
- Assist in maintaining a minimum annual roster size of 60 student-athletes.
- Retain current KWU student-athletes within the baseball program.

Student-Athlete Support & Administration

- Meet bi-weekly with all freshmen student-athletes to monitor academics, baseball experience, and overall well-being.
- Assist with administrative duties including team travel coordination, budget management, and academic success initiatives.
- Support athletics department operations through assigned duties such as game management, marketing, and event support.
- Perform other baseball-related duties as assigned by the Head Baseball Coach or Athletic Administration.

Operations Support Staff Responsibilities

- Serve as operations support staff approximately 49% of the time, providing operational support across multiple departments and functional areas based on institutional needs.
- Assignments may be directed by a PC member or designee and may include, but are not limited to:
 - CRH farm operations
 - Admissions counselor support
 - Intramurals
 - Student services
 - Other campus operational functions as needed
- Demonstrate flexibility, adaptability, and professionalism while working in a variety of campus settings.
- Perform additional duties as assigned by the position supervisor.

Performance Goals: Performance evaluations will be based on the following measures and standards, with specific annual goals established in consultation with the employee:

- **Freshman Experience:** Support a positive student-athlete experience that contributes to retention of freshmen student-athletes into their second year.
- **Recruiting:** Achieve assigned recruiting contact goals and successfully recruit the assigned number of student-athletes annually.
- **Coaching Success:** Assist the baseball program in achieving a top-three finish in the KCAC annually.
- **Student-Athlete Development:** Support academic success, personal growth, and athletic development of student-athletes.
- **Operational Effectiveness:** Successfully fulfill operational support assignments while demonstrating flexibility and professionalism.

Qualifications

Education: Minimum required: Bachelor's degree; Preferred: Master's degree

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

Skills & Competencies

- Strong communication and interpersonal skills
- Ability to mentor and develop student-athletes
- Organizational and administrative skills
- Knowledge of baseball coaching strategies and recruiting practices
- Ability to work collaboratively across departments
- Flexibility and adaptability in a dynamic work environment
- Commitment to the mission and values of Kansas Wesleyan University