

Assistant Track & Field Coach and Admissions Counselor

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter
3. Resume/curriculum vitae
4. Three references
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications received by August 3, 2026 will be given priority. Applications will continue to 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 as soon as possible.

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.

Location: Athletics and Admissions

Employment status: This position is classified as full-time, exempt, staff, at-will.

Work Schedule: Full-time position, standard business hours with flexibility required. Evening and weekend work may be required for recruitment events, Preview Days, special admission days, and all required Athletic program events. Travel will be required within the assigned geographic territory for recruiting and competitions.

Salary & Benefits: Salary rate is dependent upon the successful candidate's experience and qualifications. Benefits are available for full-time employees.

Overview: The Assistant Track & Field Coach/ Admissions Counselor serves a dual role as both a key representative of Kansas Wesleyan University and a leader within its athletics program. This position is responsible for advancing the university's mission through student-centered recruitment, enrollment success, and the development of a competitive and engaging cheer program.

As Assistant Track & Field Coach, the position leads a program aligned with NAIA and KCAC standards, focusing on recruiting and retaining student-athletes while fostering their academic, athletic, and personal development. The role emphasizes creating a positive student-athlete experience through structured practices, track meet performance, and meaningful engagement in campus and community life.

As an Admissions Counselor, the individual acts as a primary point of contact for prospective students, families, and high school partners—guiding students through the enrollment process from initial inquiry to matriculation. This includes promoting the value of a KWU education, building strong relationships, and supporting institutional enrollment goals through strategic outreach and personalized counseling.

Together, these responsibilities position the individual as a vital connector between admissions and athletics—enhancing student recruitment, supporting student success, and strengthening the university’s presence across campus, alumni networks, and the Salina community.

Key Responsibilities

Athletics Duties (51%)

Coaching & Instruction

- Prepare athletes for track and field competitions
- Teach and develop event-specific skills, techniques, and strategies
- Plan and lead practices focused on strength, condition, and performance improvements
- Monitor athletic progress and provide individualized coaching and feedback
- Promote sportsmanship, teamwork, and adherence to program expectations

Recruiting & Retention

- Identify and recruit qualified student-athletes
- Maintain roster size requirements
- Retain current team members
- Ensure compliance with NAIA and university policies

Program Administration

- Monitor academic progress (target: 3.0 GPA, 90% graduation rate)
- Manage program budget and travel
- Maintain inventory of uniforms and equipment
- Coordinate mascot program and appearances
- Schedule competitions and events

Engagement & Leadership

- Lead at least two community service projects annually
- Participate in campus service and leadership activities
- Serve as program spokesperson
- Represent the university at conferences and events

Collaboration

- Work with athletic staff, SID, trainers, and coaches
- Provide accurate reporting on team performance

Admissions Duties (49%)**Admissions & Outreach (Primary Focus)**

- Develop and execute a recruitment plan for assigned territory
- Represent the university at college fairs, events, and visits
- Build relationships with high schools and community partners
- Counsel prospective students and families
- Guide students through the enrollment funnel:
Inquiry → Applicant → Admit → Deposited → Enrolled
- Communicate admissions requirements, financial aid, and student experience

Customer Relationship Management

- Maintain accurate records in CRM system
- Track student interactions and recruitment progress
- Enter inquiries and correspondence

Other Activities

- Participate in Preview Days and campus events
- Assist with departmental projects and initiatives
- Support enrollment and institutional goals

Performance Measures

- Achievement of enrollment and roster goals
- Competitive success within conference (KCAC)
- Student-athlete academic success and satisfaction
- Community and campus engagement
- Relationship-building with recruitment partners
- Organizational effectiveness and initiative

Work Environment & Conditions

- Office, athletic facilities, and outdoor environments
- Exposure to varying weather conditions
- Physical activity and demonstration required

Qualifications

- Demonstrated ability to manage a geographic recruitment region using data-driven strategies.
- Demonstrated passion for small, private, liberal arts education.
- Demonstrated alignment with the mission and vision of Kansas Wesleyan University.
- Professional-level written and verbal communication skills.
- Proficiency in Microsoft Word and Excel.
- Ability to work effectively both independently and collaboratively in team environments.
- Ability to prioritize duties and execute detailed work with accuracy.
- Ability to maintain confidentiality.
- Punctuality and reliability in attendance.
- AACCA Safety Certification
- First Aid/CPR
- Bloodborne Pathogen Training (within 60 days)
- Valid Driver's License with good driving record

Education

- **Minimum Required:** Bachelor's Degree
- **Preferred:** Master's Degree

Experience

- **Minimum Required:** 1–3 years of related professional experience in higher education, admissions, recruitment, or a comparable customer service-focused role.
- **Minimum Required:** 1-3 years of coaching experience. Preferred collegiate coaching, recruiting, and NAIA experience.