



Job/Position Description

Assistant Coach – Women’s Bowling (Graduate Assistant or Part Time)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, teaching philosophy, and your salary requirements. Please email your application materials to 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. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts as soon as possible.

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

ADMINISTRATIVE INFORMATION

POSITION TITLE: Assistant Coach – Women’s Bowling

POSITION’S MAJOR OFFICE: Athletics

MAJOR OFFICE RESPONSIBILITIES: Athletics is responsible for operations of 25 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 Bowling

POSITION’S DEPARTMENT RESPONSIBILITIES: The Women Bowling 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 each year. In addition, the program is responsible for instructing and preparing the student-athletes for successful competition in 10 Tournaments a year, 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: Athletic Director

DATE POSITION LAST REVIEWED OR ANALYZED: June 2022, Revised by: Steve Wilson, Director of Athletics.

POSITION’S EMPLOYMENT STATUS: Part-Time, Staff, Exempt (Teaching Duties Exemption), Salaried, Staff, At-Will

POSITION’S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the applicant’s qualifications and experience. Benefits are not available for part-time or Graduate Assistant employees. (If Graduate Assistant employee an addendum to the employment letter will be included).

POSITION INFORMATION

POSITION'S SUMMARY: The position is responsible for assisting the Director of Bowling in coaching and operations of the Bowling Teams, with emphasis in coaching Women's Bowling.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Office, weight room, indoor practice and competition facilities.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Position is required to work indoors. 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 (25-29 hours per week required), arranged around recruiting, scheduled team practice and competition times, staff meetings and the GA's class schedule (if the individual is enrolled in the MBA program).

POSITION'S TRAVEL REQUIREMENTS: Significant travel for coaching with the team to out of town tournaments.

POSITION DUTIES

POSITION'S ESSENTIAL DUTIES (RESULTS AND BEHAVIORS):

- Teaching/Coaching (45%): Provide women's bowling 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.
 - Planning practices, including both varsity and JV.
 - Provide practice and/or game strategy.
- Recruiting (35%): Assist the Director of Bowling to recruit and maintain a squad size consistent with university and department goals.
 - Ensure that program meets annual squad size number
 - 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 (15%): Assist the Director of Bowling 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 women's bowling 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 Bowling program and athletics department fundraising events.
- **Perform other duties as assigned by the position's supervisor.**

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 bowling.
- PREFERRED: Experience in recruiting, especially in NAIA bowling 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 DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. 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 Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “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. 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.