



Job/Position Description

Associate Head Football Coach/Offensive Coordinator

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, 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 not check references or past employers without first notifying you of our intent to do so. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION: Associate Head Football Coach/Offensive Coordinator

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: Football

POSITION'S DEPARTMENT RESPONSIBILITIES: The football 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 and managers each year; instruct and prepare the student-athletes for competition in the KCAC and in competition at a national level, in the NAIA playoffs; schedule and coach intercollegiate football games and scrimmages, including an active developmental schedule; counsel student-athletes on academic, athletic and social issues; coordinate team community service program; provide a connection point for outreach to the campus, alumni and Salina community.

POSITION'S DIRECT SUPERVISOR: Matt Myers, Head Football Coach

DATE POSITION LAST REVIEWED OR ANALYZED: December 2021 REVISED BY: Steve Wilson, Director of Athletics

POSITION'S EMPLOYMENT STATUS: Full-Time, Staff, Exempt, At-Will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Based on qualifications and experience plus benefits available to full-time staff employees.

POSITION INFORMATION

POSITION'S SUMMARY: The position is responsible for teaching, coaching, and recruiting football student-athletes.

POSITION WORKS WITH: Primarily, football coaching staff members and the football student-athletes with secondary contact with other athletics staff members. Works significantly with the athletic training staff and sports information director. Also works with other head coaches, director of athletics, vice president for advancement and university operations, admissions and financial aid staff and other athletics staff members.

POSITION'S STAFF AUTHORITY: Oversight of some football assistant coaches

POSITION'S BUDGET AUTHORITY: None

POSITIONS PHYSICAL WORKING CONDITIONS: Position is required to work outdoors during both hot and cold weather. Position is likely to encounter blood so training on blood borne pathogens is essential.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Position is required to work outdoors during both hot and cold weather. Demonstrating skills can cause injury. Potential exposure to blood borne pathogens.

POSITION'S EQUIPMENT: University phone, laptop computer, coaching tools and apparel.

POSITION'S WORK SCHEDULE: Flexible full-time schedule (normal office hours 8 am to 5 pm), arranged around teaching-coaching, recruiting, scheduled team practice and competition times, and staff meetings.

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

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

- Teaching-Coaching (50%)
 - Instruct, teach and coach student-athletes during practice and competition.
 - Conduct video analysis and instruction as a teaching and preparation tool.
 - Plans practice and/or competition strategy.
- Recruiting (30%)
 - Identify, evaluate and recruit potential team members to KWU, recording transactions in university provided recruiting software.
 - Retain current KWU students as team members
 - Ensures that program meets annual squad size number
 - Ensures program recruiting activities adhere to University and NAIA Policies and Procedures
- Administration (15%)
 - Ensures ongoing eligibility of student athletes in the football program and monitors their academic progress. Targets include a 3.00 team GPA and a 90 percent graduation rate for student-athletes that exhaust eligibility at Kansas Wesleyan.
 - Supervises assistant coaches.
 - Effectively uses fiscal resources to coordinate team travel and recruiting.
 - Insures that the program participates in at least one Champions of Character activity annually.
 - Participates in campus service and leadership opportunities regularly, serving in at least three annually.
 - Represents the University at conference, regional, state and national meetings relating specifically to football.
 - Works with the SID to provide accurate data for individual and team accomplishments.
 - Provides reports and documentation when required by the Director of Athletics.

POSITION'S OTHER DUTIES (5%):

- Provides reports and documentation when required by the Director of Athletics/
- **Other duties as assigned by the Director of Athletics**

POSITION'S PERFORMANCE MEASURES AND STANDARDS: This section lists the specific performance measures and standards (goals) upon which this position's performance will be evaluated. Actual performance standards (goals) for each performance measure will be set in consultation with the position holder.

- Recruiting – sufficient recruiting contacts and evaluations to insure that the minimum roster size is achieved as of the 20th day of the fall semester.
- Athletic Success – program advances in the KCAC Championships and begins to finish in the top three over time. Program scores points at the NAIA indoor and outdoor track & field championships.

- Engagement – that the program or the coach meets the above requirements for campus, community and alumni engagement.
- Student-Athlete Welfare – positive program comments in the annual review by student-athletes
- University Contribution – the coach, the staff and the student-athletes contribute positively to the university.

POSITION 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 and Blood Borne Pathogen online training (both must be completed within 60 days of employment); Valid driver's license.
- PREFERRED: None

WORK EXPERIENCE:

- MINIMUM REQUIRED: Minimum of three years coaching experience. Experience in recruiting.
- PREFERRED: College coaching experience. Experience with NAIA programs. Experience with the KCAC. Three years or more college coaching experience.

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 the University, all employees of Kansas Wesleyan are 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.