



## Position Description

### Director of Athletic Bands

#### 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](mailto:hr@kwu.edu).

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Position 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 and personal references. We will acknowledge receipt of your application as soon as we receive it.

#### ADMINISTRATIVE INFORMATION

**POSITION'S TITLE:** Director of Athletic Bands

**POSITION'S MAJOR OFFICES:** Admissions

**MAJOR OFFICE RESPONSIBILITIES:** The Admissions Office advances the mission of Kansas Wesleyan University through exceptional marketing and student-centered recruiting.

**POSITION'S DEPARTMENT:** Admissions

**POSITION'S DEPARTMENT RESPONSIBILITIES:** The athletic band is expected to recruit students who can be successful academically, socially and in activity at Kansas Wesleyan University, meeting a minimum roster size of **40** active participants each academic year (after the second year); instruct and prepare the student-athletes for performances at (but not limited to) pep rallies, home football games, home basketball games, home volleyball matches, home flag football games, and other contests/events as assigned; counsel the students on academic, performance, and social issues; coordinate a program community service program; provide a connection point for outreach to the campus, alumni and Salina community.

**POSITION'S DIRECT SUPERVISORS:** Executive Vice President of Advancement and University Operations

**DATE POSITION LAST REVIEWED OR ANALYZED:** February 2023; Revised by Damon Kraft, Provost, and Becky Mathews, Human Resources

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

#### POSITION INFORMATION

**POSITION'S SUMMARY:** The Director of Athletic Bands is responsible for recruiting and overseeing all aspects of the ensembles under their direction, including but not limited to recruiting and retaining a required roster of students, preparation for and scheduling of performances, monitoring academic progress, promotions, fundraising and coaching team members. 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:** Students, administration, sports information staff, office manager, head coaches, particularly cheer and dance, and game management with secondary contact with campus leaders, student workers and community members.

**POSITION'S STAFF AUTHORITY:** None

**POSITION'S BUDGET AUTHORITY:** Athletic Band budget

**POSITIONS PHYSICAL WORKING CONDITIONS:** Temperature controlled office environment, indoor/outdoor practice and performance facilities.

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

**POSITION'S EQUIPMENT:** University phone system, University computer system, desktop computer.

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

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

## POSITION DUTIES AND PERFORMANCE STANDARDS

### **POSITION'S ESSENTIAL DUTIES:**

- Teaching (40%)
  - Instruct and teach students during practice and performance.
  - Lead ensembles under the position's direction
  - Conduct analysis and instruction as a teaching and preparation tool.
  - Plan practice and/or performance strategy.
- Recruiting (40%)
  - Attend 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.
  - Ensure that program meets annual new recruiting goals as assigned.
  - Promote the University and attract new students by maintaining working relationships with other University departments. Work especially close with the Alumni, Athletics, Public Relations, and Student Financial Planning Offices.
  - Present the school to prospective students and parents, which includes systematic and efficient handling of applications and communication with candidates and their parents; tours of the Institution; interviews with candidates and their parents; arrangements for admissions testing; securing of necessary student credentials; and communicating final decisions to the appropriate individuals.
  - Serve as the lead recruiter for all music programs.
  - Formulate a plan for recruiting students within your assigned territory.
    - a. Attend recruiting events such as college fairs, open houses, and other community activities to identify students interested in attending KWU.
    - b. Build strategic relationships with recruiting partners such as high schools and community organizations to promote KWU.
    - c. Counsel prospective applicants. One-on-one admissions counseling occurs primarily through phone calls, email, text, letters and some in person appointments.
    - d. 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.
  - Ensure program recruiting activities adhere to University Policies and Procedures
- Administration (15%)
  - Ensures ongoing eligibility of students in assigned ensembles and monitor their academic program.
  - Provides schedules for performances that are fiscally efficient and spectator friendly.
  - Conduct inventories of uniforms, supplies and equipment to ensure effective maintenance of physical resources.

- Uses fiscal resources effectively.
- Provides reports and documentation when required by the University.

**POSITION'S OTHER DUTIES (5%):**

- Other duties as assigned by the position's direct supervisor.

**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 ensure that the minimum ensemble size (including new recruiting goal) is achieved as of the 20<sup>th</sup> day of the fall semester.
- Performance Success – program shows steady progress and adds consistent value to the student experience at KWU.
- Engagement – that the program meets the above requirements for campus, community, and alumni engagement.
- Student Welfare – positive program metrics for student success (GPA, persistence, retention, graduation rate, etc.)
- University Contribution – the coach, the staff and the student-athletes contribute positively to the university.

## POSITION QUALIFICATIONS

**EDUCATION:**

- MINIMUM REQUIRED: Bachelor's degree in Music and appropriately credentialed to teach undergraduate ensembles
- PREFERRED: Master's degree in Music

**CERTIFICATIONS/LICENSES:**

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

**WORK EXPERIENCE:**

- MINIMUM REQUIRED: Two years of athletic or collegiate 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
  - 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/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITION. 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 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.