



## Job/Position Description

### Assistant Coach for Women's Track and Field (Graduate Assistant)

#### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, and resume/curriculum vitae, and three references. 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 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 the job is filled.
- Interviews will begin as soon as qualified applicants are identified and continue until a hiring decision is made.
- Position is to be filled as soon as possible.
- Position begins August 1, 2022).

We will NOT check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer, and we will acknowledge receipt of your application as soon as we receive it.

#### ADMINISTRATIVE INFORMATION

**JOB'S TITLE:** Graduate Coaching Assistant (GCA) – Track and Field

**IMPORTANT NOTE:** This position is funded by a Graduate Assistant contract, and only Graduate Assistant qualified applicants may apply or be hired.

**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's & Women's Cross Country and Track Field

**POSITION'S DEPARTMENT RESPONSIBILITIES:** The Cross Country and Track 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 50 active student-athletes and managers each year; instruct and prepare the student-athletes for competition in the KCAC; coach intercollegiate track and field athletes, counsel the student-athletes on academics, athletic and social issues.

**POSITION'S DIRECT SUPERVISOR:** Head Cross Country & Track and Field Coach

**DATE POSITION LAST REVIEWED OR ANALYZED:** March 2022, Revised by: Head Coach; Reviewed by Becky Mathews, Director of Human Resources

**POSITION'S EMPLOYMENT STATUS:** Part-Time, Staff, Exempt, At-will

**POSITION'S SALARY OR SALARY RANGE AND BENEFITS:** \$9,600 annually (24-month agreement), graduate tuition remission as per the standard Graduate Assistant Program requirements.

## POSITION INFORMATION

**POSITION'S SUMMARY:** Kansas Wesleyan University is seeking to fill the position(s) of Track & Field graduate assistant coach with emphasis on the sprints, jumps, or multi-events. Responsibilities include assisting with all aspects of the Kansas Wesleyan track and field program under the direction of the head coach. Specific duties may include; directing practices, home meet preparation, travel, recruiting, mentoring student-athletes and overseeing weekly study halls. Additional duties as assigned.

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

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** Position is required to work outdoors during both hot and cold weather. 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 (normal office hours 8 am to 5 pm), arranged around class attendance, 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 road meets.

## POSITION DUTIES AND PERFORMANCE STANDARDS

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

- **Coaching/Teaching (50%)**
  - Instruct, teach, and coach student-athletes during practice and competition.
  - Plan practice and/or competition day strategy for student-athletes in specific events.
  - Effectively use fiscal resources to coordinate team travel and recruiting.
  - Oversee and handles study hall hours and participation.
- **Recruiting (45%)**
  - Identify, evaluate, and recruit potential team members to KWU, recording transactions in FrontRush or similar university provided recruiting software.
  - Retain current KWU students as team members
  - Ensure that program meets annual squad size number
  - Ensure program recruiting activities adhere to University and NAIA Policies and Procedures

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

- Develop a network of high school and/or college coaches that can assist in the recruiting process.
- Perform other duties as assigned by the position's 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 – making the assigned number of recruiting contacts and recruiting the assigned number of students for the following year.
- Position Coaching – ranking in the top half of the KCAC in key statistical measures for that position.
- Student-Athlete Welfare – developing a mentoring relationship with at least 20 members of the track & field program.

## POSITION DUTIES AND PERFORMANCE STANDARDS

### EDUCATION:

- MINIMUM REQUIRED: Bachelor's degree. **Admission and successful participation in KWU MBA program**
- 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.
- PREFERRED: USATF and/or USTFCCA Coaching Certifications

### WORK EXPERIENCE:

- MINIMUM REQUIRED: Collegiate track and field/cross country experience or two years coaching college track and field experience.
- PREFERRED: Recruiting experience. Experience with NAIA track and field 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.
  - Demonstrable recruitment 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.

**ADDENDUM TO THE  
EMPLOYMENT OFFER LETTER (GRADUATE ASSISTANT)**

1. The purpose of the Graduate Assistant Program is to employ qualified students in Kansas Wesleyan University's (KWU) Master level programs in order to provide those students with relevant, real-life work experience as they pursue their Master's degree. The Graduate Assistant Program funds one course per 8-week term during the fall and spring semesters (two eight-week terms each), and one course during the eight-week summer semester. The GA/student is responsible for progressing toward successful completion of the Master's degree by being enrolled in one course during each eight-week each term.
2. To be, and remain eligible for employment in the Graduate Assistant Program as a GA at KWU, the person must be enrolled in, and be successfully completing a Master's program at KWU.
3. The GA will be required to accomplish the following with respect to his or her Master's Program (Program) at KWU:
  1. Attend classes regularly, unless an "excused absence" is obtained in compliance with university standards;
  2. Comport themselves in the Program and in their employment as a positive example to, and role model for, undergraduate students, athletes and activity participants;
  3. Receive no final grade lower than a C in any course, remain in "good standing" at the university pursuant to its published policies, maintain at all times the required GPA for continuing graduate students at the university, and otherwise remain in compliance with all university requirements for graduation;
  4. Be enrolled in one course during each eight-week term during the year.
4. No courses in the Program where a grade of C or better has been earned, may be retaken for a better grade; any course retaken pursuant to the appeals provisions of section 5 below will be at the sole cost and expense of the GA.
5. Receiving a final grade lower than a C in any course during the Program, will result in immediate notice of dismissal as a GA by your department supervisor.

Within fifteen (15) days of receipt of such notice, the GA may submit a written appeal of the dismissal for extenuating and extraordinary circumstances to their department supervisor who will consider the appeal and communicate a decision regarding reinstatement, in writing to the GA and the Provost, within thirty (30) days of their receipt of the appeal, subject to review by the Provost, as described below.

If a decision is made by the department supervisor to reinstate the GA in the GA Program, this decision will be communicated to the Provost within the required thirty (30) day period. The Provost has the authority to override the decision if they determine that the GA is not making satisfactory progress toward a Master's Degree or is not likely to succeed academically in completing the Program as required in this Addendum; any such reversal by the Provost will be final and non-appealable, and will be communicated in writing to the GA within fifteen (15) days of the Provost's receipt of the department supervisor's reinstatement decision. With the written approval of the Provost, in their sole discretion, a GA may be dismissed from the Graduate Assistant Program but still remain in the Program, at the GA's own expense. GA's will continue to be employed at KWU pending the final disposition of any authorized appeal.

Time is of the essence of all matters in this section 5. Failure to act within a required time period will be construed against the non-acting party and in favor of the party not required to act within that period.

6. The Graduate Assistant as a student employee:
  1. Will reside in Salina while employed in the Graduate Assistant Program. The GA may reside either on or off-campus.
  2. **THIS AMOUNT IS SUBJECT TO CHANGE FOR THE 2022-2023 SCHOOL YEAR:** All GA's (domestic or international student), are required to carry qualifying medical insurance. If the GA does not have medical insurance, they are required to purchase this insurance through the university at the current rate of \$2,776.00. This rate is current for the 2021-2022 academic year, August 1, 2021 through July 31, 2022. Since this is a mandatory fee student aid may be used to cover this expense (domestic GA students).
  3. Will be provided with a job description and be expected to perform the duties and responsibilities as outlined in that job description, including additional duties and responsibilities as assigned by their department supervisor.
  4. Will be assigned office space for the performance of their duties and responsibilities.
  5. Will have at least two weeks of time-off annually and their department supervisor will determine and schedule time-off in accordance with university and GA needs. In addition, the summer can be a time for the GA to get a more substantial job in Salina, but the GA must plan to spend at least 20 hours each week working for the university. If the student does take an extended leave during the summer months, it must be approved by the GA's department supervisor and the monthly stipend is suspended for that time period. The department supervisor is responsible for reporting that information to the CFO. It is preferred that the student stay in Salina and fulfill his or her obligations.

THIS SIGNED ADDENDUM IS PART OF THE REQUIREMENTS FOR EMPLOYMENT AS A GRADUATE ASSISTANT AND DOES NOT CONSTITUTE AN EMPLOYEE CONTRACT AS EMPLOYMENT AT KWU IS "AT-WILL," MEANING EITHER KWU OR THE EMPLOYEE MAY TERMINATE EMPLOYMENT AT ANY TIME FOR ANY REASON.