

Position: Graduate Service Assistant (GSA) Student Success Coach

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. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled; preference is given to applications received by June 13, 2025.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts August 4, 2025.

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

Job Title: Graduate Service Assistant (GSA) – Student Success Coach.

Important note: This position is funded as a Graduate Assistant position, and only Graduate Assistant-qualified applicants may apply or be hired. See the Graduate Assistant Program Addendum attached to this Position Description.

Department: Albert Nelson Student Success Center

Reports To: AVP for Student Engagement and Success

Schedule: Part-time (maximum 1,300 hours/year, 20-25 hours per week); typically 5:00–9:00 PM, Sunday–Thursday with flexibility based on academic calendar and student needs.

Position Salary: \$10,000 for 10-month contract. \$12,000 for 12-month contract.

Position Overview:

The Graduate Service Assistant – Student Success Coach supports student achievement and retention through individual coaching, tutoring, and supervision of the Student

Success Center during evening and/or weekend hours. This role is essential in helping first-time-in-college and at-risk students develop the skills and confidence needed to succeed academically and personally.

Responsibilities:

- Provide individual Student Success Coaching (life coaching) to first time-in-college students via in-person, text, email, or phone.
 - Build professional, trusting relationships with students.
 - Monitor academic performance using university systems and document all student interactions, including topics discussed and follow-up needs.
 - Collaborate with faculty, staff, and athletic/activity leaders to support student engagement in the coaching program.
 - Report concerns about at-risk students weekly, including relevant context (e.g., class attendance, motivation, personal struggles).
 - Conduct Academic Coaching sessions for at-risk sophomores, juniors, and seniors, including those in INTD090.
 - Maintain and update coaching materials in Google Drive and replenish printed resources as needed.
 - Assist with and provide tutoring in at least one subject offered at KWU.
 - Offer feedback on student papers and presentations.
 - Supervise the Student Success Center during designated hours (key holder responsibilities).
 - Perform additional duties as assigned by the supervisor.
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Performance Standards:

- Meet quality goals and objectives as determined by the supervisor.
 - Maintain confidentiality regarding student records, academic performance, disabilities, and accommodations.
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Knowledge, Skills, and Abilities:

- Ability to build strong relationships with students
- Proficiency in Microsoft Office
- Ability to give constructive feedback on college-level writing and presentations

- Strong organizational and teamwork skills
- Alignment with the mission and vision of Kansas Wesleyan University
- *Preferred:* Familiarity with life coaching concepts and techniques

Minimum Qualifications:

- Currently admitted to the MBA program (bachelor's degree with a minimum 3.00 GPA)
- *Preferred:* Undergraduate major/minor in an area offered at KWU
- Valid driver's license
- Experience as a coach, tutor, or mentor

ADDENDUM TO THE EMPLOYMENT OFFER LETTER

Graduate Assistant, 10 or 12 months

1. The purpose of the Graduate Assistant Program is to employ qualified students in Kansas Wesleyan University's (KWU) Master level programs 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. **However, if the Graduate Assistant is participating in a sport, the GA will not receive tuition remission until the semester following season of said sport. Example, sport season is active through partial/full semester (fall, spring, or summer), tuition remission will start the beginning of the next full semester.**
3. To be employed and remain eligible for employment in the Graduate Assistant Program as a GA at KWU, the person must be **enrolled in**, and **successfully completing** a Master's program at KWU. **This addendum is not a contract. If you resign at any time within the 24-month time frame that is established to complete the MBA program, compensation will stop at the date of resignation, and tuition remission benefits will stop at the end of the current course section.**
4. 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. Conduct (personal demeanor and behavior) 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, always maintain 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.
5. 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.

6. 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 with respect to all matters in this Section 5. Failure to act within the required time period will be interpreted against the party obligated to act and in favor of the non-obligated party.

7. The Graduate Assistant as a student employee:
 1. Will reside in Salina while employed in the Graduate Assistant Program.
 2. All GA's (domestic or international students) may purchase qualifying medical insurance. If the GA does not have medical insurance, it is available to purchase this insurance through the university at the current rate of \$3,339.00. This rate is current for the 2025-2026 academic year, August 1, 2025, through July 31, 2026.
 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 off annually and their department supervisor will determine and schedule time-off in accordance with university and GA needs (applies to 12-month GA).
 6. 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 (applies to 12-month GA).
 7. 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. The department supervisor is responsible for reporting that information to HR. It is preferred that the student remains in Salina and fulfills 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.