



Position Description

Graduate Coaching Assistant

Women's Track and Field Assistant Coach (Throws)

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. Desired salary (may be entered on application)
6. 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.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts January 5, 2026.

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 TITLE: Graduate Assistant Position. **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 Addendum attached to this Position Description.**

POSITION'S GROUP: Athletics

GROUP'S MAJOR 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: Athletic Department(s):

Women's Track & Field

DEPARTMENT'S MAJOR RESPONSIBILITIES: The Graduate Assistant is expected to recruit and retain student-athletes that can be successful academically, socially, and athletically at Kansas Wesleyan University, meeting a minimum roster size of active student-athletes each year. In addition, the program is responsible for instructing and preparing the student-athletes for successful competition in the KCAC, counseling 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 communities.

POSITION'S DIRECT SUPERVISOR: Head Coach

DATE POSITION LAST REVIEWED OR ANALYZED: September 2025

POSITION'S EMPLOYMENT STATUS: Temporary, Part-Time, Staff, Exempt (teaching duties exemption), At-Will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: \$10,000 (10-month) or \$12,000 (12-month) contract, graduate tuition remission as per the standard Graduate Assistant Contract.

POSITION INFORMATION

POSITION'S SUMMARY: The position is responsible for assisting the Head Coach to teach, recruit, and mentor the Women's Basketball student-athletes.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

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

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Position is required to work indoors and outdoors, during both hot and cold weather. Potential exposure to blood borne pathogens.

POSITION'S EQUIPMENT: Computer, coaching tools, and apparel.

POSITION'S WORK SCHEDULE: Flexible part-time schedule (limited to 1,300 hours annually, 25 hours per week), arranged around recruiting, scheduled team practice and competition times, staff meetings and the GA's class schedule.

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

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

- Teaching (50%)
 - Instruct, teach and coach student-athletes during practice and competition.
 - Conduct video breakdown and instruction as a teaching and preparation tool.
 - Assist in planning practices including both varsity and junior varsity.
 - Provide input to the head coach on practice and/or game strategy.
- Recruiting (30%):
 - 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 with key administrative tasks, team travel, budget management and academic success of student-athletes.
 - Coordinate community service and Champions of Character 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.
- **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 (within 60 days of employment)
 - NAIA Rules Test online course (within 60 days of employment)
 - Blood Borne Pathogen online training (must be completed within 60 days of employment)
 - Valid driver's license.

WORK EXPERIENCE:

- MINIMUM REQUIRED: Experience playing or coaching college sport.
- PREFERRED: Experience in recruiting.

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.
 - Successful High School and/or College soccer career.
- PREFERRED
 - High School and/or College coaching experience

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 “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.

**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 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.