

# Men's and Women's Head Tennis 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. Desired salary (may be entered on application)
6. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

The timeline for filling this position is:

- Applications received by July 13, 2026, will be given priority. 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 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.

**Location:** Athletics Department

**Overview:** The Men's and Women's Tennis Coach is responsible for the overall leadership, management, and success of the tennis program. This includes recruiting, coaching, and mentoring the men's and women's tennis student-athletes. This position also manages the reserve team and supports the program's overall success.

### Key Responsibilities:

- **Teaching/Coaching (50%):** Coach student-athletes during practice and competitions, use video analysis for training, and plan team strategies.
- **Recruiting (30%):** Identify and recruit potential players, track recruitment activities, and ensure compliance with university and NAIA policies.
- **Administration (15%):** Provide holistic support for freshman student-athletes by meeting biweekly, monitoring academic progress and well-being, assisting with team operations and budget-related administrative responsibilities, and contributing to the successful execution of athletic department initiatives, including game management, marketing, and other assigned duties.
- **Other Duties (5%):** Contribute to the growth and success of the men's and women's tennis program by building recruiting networks with high school and college coaches, supporting fundraising and donor engagement activities, and assisting with departmental initiatives and special projects as assigned.

**Supervisor:** Athletic Director

**Work Schedule:** Full-time (45-50 hours per week), flexible schedule around practices, competitions, and recruiting. Evenings, weekends, and overnight travel will be required.

**Performance Goals:**

- Support student-athlete retention and success by fostering a positive student experience.
- Meet recruiting activity expectations, enrollment, and maintain roster goals through effective prospect outreach and relationship building.
- Ensure athletic success, with the team ranking in the conference.
- Foster engagement with the campus, community, and alumni.

**Qualifications:**

- **Education:** Bachelor's degree required; Master's preferred.
- **Certifications:** First Aid/CPR, NAIA Champions of Character course, and Bloodborne Pathogen training within 60 days of hire.
- **Experience:** Minimum of one to three years of coaching and recruiting experience in higher education or a similar customer service capacity; experience in interpreting policies and procedures to prospective students is preferred.
- **Skills:** Strong teamwork, organization, and alignment with the university's mission.

**Salary and Benefits:** Salary based on experience, with full-time employee benefits.

**Additional Information:** This is a full-time, exempt, at-will position with travel and physical demands involved in coaching.