



Job/Position Description

Sports Information (Graduate Assistant)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, and your salary requirements. Please email your application materials to 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 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 not check references or past employers without first notifying you of our intent to do so. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

JOB'S TITLE: Game Operations Assistant [IMPORTANT NOTE: This position is funded by a Graduate Assistant contract, and only Graduate Assistant qualified applicants may apply or be hired. One of two GAs in this position. One on staff, currently.]

JOB'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.

JOB'S DEPARTMENT: Athletics Administration

DEPARTMENT'S MAJOR RESPONSIBILITIES: Athletics Administration coordinates many of the athletics activities, including sports information, eligibility, corporate sales, game operations, outreach to campus and development and distribution of promotional materials.

JOB'S DIRECT SUPERVISOR: David Toelle, Sports Information Director

DATE POSITION LAST REVIEWED OR ANALYZED: February 2022; Revised by: Steve Wilson, Director of Athletics

JOB'S EMPLOYMENT CLASSIFICATIONS: Part-Time, Staff, Exempt, At-Will

JOB'S SALARY AND BENEFITS: \$9,600 per year plus graduate tuition remission as per the standard Graduate Assistant Program requirements.

JOB INFORMATION

POSITION'S SUMMARY: The position is responsible for supporting the Director and department in promotion and publicity of the 25 intercollegiate athletics teams.

POSITION WORKS WITH: Primarily, sports information staff, office manager, and head coaches, with secondary contact with campus leaders, student workers and community members. This position will work with specific sports as assigned by the Sports Information Director.

POSITION'S STAFF AUTHORITY: None **POSITION'S BUDGET AUTHORITY:** None

POSITIONS PHYSICAL WORKING CONDITIONS: Office, practice, and competition facilities

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Outdoors with extreme temperatures

POSITION'S EQUIPMENT: University phone, computer, video equipment.

POSITION'S WORK SCHEDULE: Flexible part-time schedule (25-29 hours per week required), arranged around game-day competition times, staff meetings and the GA's class schedule. This position is required to work many of the hours associated with the sports information profession, including nights and weekends.

POSITION'S TRAVEL REQUIREMENTS: Limited.

JOB RESPONSIBILITIES AND PERFORMANCE MEASURES/REVIEWS

POSITION'S ESSENTIAL DUTIES (80% of time):

1. Media Communication: responsible for communicating Athletic department information to university, local and regional media.
 - a. Promotion and coverage of selected athletic contests.
 - b. Creating written and visual output for sports events for circulation to area media.
 - c. Developing and implementing online videos to highlight achievements of student-athletes.
 - d. Some responsibility for securing corporate sponsorships and developing student and community promotions.
2. Web Site Management: responsible for creating content and updating the Athletic Department web site.
 - a. Creating feature stories, event previews, game stories, scores, statistics, roster's, schedules, etc.
 - b. Correcting web site problems and enhancing web site usability.
 - c. Creating and maintaining photo archives.
3. Video Streaming: responsible for creating and executing video streaming activities.
 - a. Producing video steaming events.
 - b. Act as point of contact for troubleshooting issues.
4. Game Management: responsible for managing game day activities
 - a. Scorer's table and press box management.
 - b. Operating in-game scoring and statistical programs.
 - c. Post-game score reporting, event recaps, press releases, etc.
 - d. Responsible for maintenance, including updating and editing, Kansas Wesleyan's Online Box Office (ticketing) through HomeTown Ticketing.**

JOB'S OTHER DUTIES (20% of time)

1. Assist with day-to-day office operations (filing, meetings, etc.).
2. Assist with administration of Kansas Wesleyan's official athletics social media platforms and the creation of engaging content for each.
3. Assist with departments events, including Night with the Yotes, Coyote Cup and Coaches Luncheons 4. Other activities assigned by the position's supervisor.

POSITION QUALIFICATIONS

EDUCATION:

- **MINIMUM REQUIRED:** Bachelor's degree with qualifications (i.e., minimum 3.00 GPA) for admission to the 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 (within 60 days of employment)
 - Blood Borne Pathogen online training (must be completed within 60 days of employment)
 - Valid driver's license.
- PREFERRED: Completion of the American Association of Cheerleading Coaches and Administrators (AACCA) safety course;

WORK EXPERIENCE:

- MINIMUM REQUIRED: Previous experience in a sports information setting is strongly preferred
- PREFERRED: Experience with NAIA 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 JOB 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 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.

**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.