

# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## JOB DESCRIPTION: GRADUATE ASSISTANT (ATHLETICS)

Title: Graduate Assistant  
Department: Athletics  
Direct Supervisor: Head Coach & Athletic Director  
Effective Date: July 1, 2024  
Status: Part time (12 months), salary, non-exempt  
Location: McPherson, KS

### JOB SUMMARY:

Central Christian College is a small, private, Christian college located in the center of Kansas that prides itself on providing a Christ centered education. Central Christian offers assistantships to help graduate students develop professional skills including leadership, interpersonal effectiveness, and performance evaluation. Institutionally, the purpose of this position is to support community engagement through curricular, co-curricular, and extra-curricular programming. As such, graduate assistants are responsible for a variety of roles as paraprofessional staff members.

### EDUCATION & EXPERIENCE

- Bachelor's Degree required
- Valid driver's license

### DUTIES/RESPONSIBILITIES:

- Organize and conduct team practices, conditioning programs and competitive events.
- Instruct student-athletes with sound principles and expert skills related to the objectives of the program.
- Disciple and mentor students in accordance with the mission and outcomes of CCKC.
- Recruit qualified student-athletes who align with the community profile of CCKC
- Work with Team Coach in compiling the annual recruitment plan for recruiting student-athletes.
- Responsible for meeting established recruitment and roster goals.
- Prepare individual student-athletes and team for games/matches.
- Assist in development of a competitive team program.
- Responsible for learning and following NAIA and NCCAA regulations and rules.
- Model integrity, respect and good sportsmanship at all times. Hold student-athletes accountable for same behavior.
- Attend department meetings, communicate regularly with the SID and Athletic Director and contribute positively to the betterment of the total Athletics program.
- Promote the team, the overall Athletics program and CCKC to team alumni, parents and members of the community.

OTP: 08/17/2022

OHR:

**GRADUATE ASSISTANT EXPECTATIONS**

- Participate in evaluation of job performance at least once each semester.
- Remain enrolled full-time in an accredited graduate program prior to entering the position.
- Maintain a semester grade point average of 3.0. A grade point average of less than 3.0 could result in probationary status. Two semesters are provided in which to improve; however this may affect reemployment status.
- Assume additional responsibilities during off-season aspects of the position, which may fall outside the parameters of the specific job description (e.g. maintenance, grounds, convention services, admissions, etc.).

**REQUIRED SKILLS/ABILITIES:**

- Ability to maintain a lifestyle in compliance with the lifestyle expectations of the institution
- Able to communicate and collaborate with a diverse group of faculty, staff and students
- Ability to lift up to 25 pounds regularly, occasionally 50 pounds

**NOTICE OF NON-DISCRIMINATION**

Central Christian College of Kansas recognizes the benefits of maintaining a diverse faculty and staff who can provide a wide spectrum of perspectives and experiences representing the creativity of a loving and innovative God. Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. The College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).

**AFFIRMATION**

As attested by signature below, I affirm that I have read, understand, and agree to fulfill my duties in accordance with the expectations set herein. I also recognize that this job description is not designed to outline a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.

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Print Name

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Signature

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Date

OTP: 08/17/2022

OHR: