

## Assistant Debate Coach, William Jewell College

### **Summary:**

The Assistant Debate Coach is a part-time debate coaching position for the nationally competitive parliamentary debate team at William Jewell College. The Assistant Debate coach supports the Director of Debate in travel to tournaments, coaching during regularly scheduled practice sessions, and review of squad evidence assignments. This is a nine-month, renewable appointment starting in August 2016.

### **Duties and Responsibilities:**

Maintain availability of twenty hours per week of on-campus coaching commitments (practices, student meetings and evidence editing) in addition to traveling to all regularly scheduled parliamentary debate squad tournaments (September through March). The on-campus coaching commitment includes:

Attending weekly debate practices.

1. Maintaining a predictable weekly schedule of office hours for one-on-one practice sessions with students outside of full-squad practices.
2. Editing, organizing and compiling student-produced evidence.
3. Weekly meetings with the Director of Debate

### **Knowledge, Skills and Abilities:**

1. Baccalaureate degree or higher required; M.A. in Communication Studies preferred with the possibility of adjunct teaching assignments for the right candidate.
2. Two to three years of competitive experience in parliamentary (NPDA/NPTE) or policy (NDT/CEDA) style debate required; college debate coaching experience preferred.
3. Computer proficiency, with knowledge of Verbatim, Evernote, Microsoft Excel, and Microsoft Word preferred.
4. Ability to maintain detailed records of expenses and complete required institutional accounting procedures for team expenses in a timely manner.
5. Proven ability to exercise good, professional judgment in supervising students.
6. Must be able to pass a background check for the purposes of operating a vehicle while traveling on official college business.
7. Must be able to obtain a Class E Missouri Driver's License or maintain out of state equivalency.

### **Application Procedure:**

Candidates must submit the following documents in PDF or MS Word format via email to [jobs@william.jewell.edu](mailto:jobs@william.jewell.edu):

1. Letter of application
2. William Jewell Application
3. Resume/CV
4. Salary requirements

Please note: Incomplete submissions will not be considered.

Applicants who need accommodation for the application or interview process, please make such accommodation request in advance to the Office of Human Resources:

William Jewell College  
Office of Human Resources  
500 College Hill Campus Box 1017  
Liberty, MO 64068  
(816) 415-6904

**Availability**

Review of applications will begin immediately and continue until the position is filled. All final candidates will be required to successfully pass a criminal background check prior to beginning employment.

**Our Mission:** William Jewell College promises to offer students an outstanding liberal arts education with a focus on cultivating leadership, service, and spiritual growth within a community inspired by Christian ideals and committed to open, rigorous intellectual pursuits. William Jewell College is an equal opportunity employer.

**Additional Notes:**

If you're interested, please complete the application at [www.jewell.edu/jobs](http://www.jewell.edu/jobs).  
Feel free to direct any preliminary inquiries about the team, college, or department to Kyle Dennis (Director of Debate, not on Facebook)—dennisk AT [william.jewell.edu](http://william.jewell.edu) or Gina Lane (Department Chair, Communication & Theatre, also probably available to you on Facebook)—laneg AT [william.jewell.edu](http://william.jewell.edu).