Intramural Graduate Assistant

Date Range: August 17, 2020 – May 14, 2021

Intramurals Graduate Assistant:
The Intramural Sports Graduate Assistant shall maintain a role in overseeing student employees and coordinating sport leagues for the campus community. Should strive to develop and progress the Intramural Sports program. The position will uphold Department of Sports and Recreation mission, vision, and values throughout work and participation in programs.

Responsibilities:

• Schedule, plan, and coordinate employee schedules for interview sessions, weekly shifts, special events, etc.
• Schedule, plan, and coordinate official training sessions, sport events, leagues, and tournaments
• Maintain employee record database with hire documents, certifications, referral records, incident reports, and evaluations/assessments
• Review completed program documentation (accident/incident forms, shift reports, field inspections, meeting notes) in keeping with the participant handbook and program mission
• Assist in facility management inducing event set-up and teardown, documentation of maintenance, and reservation requests
• Monitor and maintain program equipment and uniform inventory
• Monitor program webpages and platforms for current and accurate information sport events, leagues, and tournament schedules and locations
• Market program via tabling at events and personal selling
• Adhere to departmental risk management plans, be prepared to administer basic first aid and emergency care on-site

Required Qualifications:
A Bachelor’s degree in Recreation, Sports Management, Physical Education, or other related field; strong communication and customer service skills; ability to collaboratively work with students, faculty, staff, and the community. Collegiate Intramural or Competitive Sports program experience. Requires walking or standing frequently; occasional sitting for long periods of time; occasional lifting of objects up to 45lbs; and frequent lifting or carrying of objects up to 10lbs.

Preferred Qualifications:
Two years’ collegiate recreation program experience; CPR/First Aid Instructor certification; experience utilizing Fusion and/or other recreation management software, IMLeagues, and/or Connect2 software, ability to work with a diverse group; career aspirations in recreational sports; motivated, enthusiastic, and attentive to detail.

Stipend and Waiver
Candidates must be a full-time student in a two-year graduate program. This program carries a full tuition waiver (in-state or out-of-state), as well as a $11,000 annual stipend. This appointment will begin August of 2020 and conclude in May of 2021. The position is expected to work 20 hours per week, including days, nights, and weekends. Student fees, school application fees, and other expenses will be the responsibility of individual filling this position.