Position: Graduate Assistant for Club Sports and Intramurals  
Department of Campus Recreation, Division of Student Affairs

As a graduate assistant in the Division of Student Affairs, this job description denotes your primary responsibilities; however, the Division operates as a cohesive unit, and you may be asked to assist in other areas throughout the Division as necessary.

Description:
Under the direction of the Director of Campus Recreation, the Graduate Assistant for Club Sports and Intramurals will be responsible for various projects and assignments within the Department of Campus Recreation. This position requires weekday, evening, and weekend hours as needed. The Graduate Assistant for Club Sports and Intramurals will provide assistance in the leadership and direction for a campus wide Club Sport and Intramural program. This person will assist in the operation of the department as well as the administration of Club Sport Intramural events. They will also oversee Intramural staff.

Responsibilities include (but are not limited to):

- In conjunction with the Director of Campus Recreation and provide assistance with the coordination and implementation of the Club Sport and Intramural program.
  - Assist with advising of individual Club Sports, including but not limited to advising club travel and hosted events, club activities and special events, and club finances.
  - Assist with conducting student worker weekly meetings.
  - Assist in conducting Intramural staff trainings.
  - Develop and conduct Officials training.
  - Develop marketing tools for all Intramural programs. Include use of social media (Facebook, Twitter) and Central/MySJU.
  - Assist in the development and execution of new Intramural Programs.
  - Benchmark other University Intramural Programs.

- Assist with the daily management of the Intramural Program.
  - Supervise the Intramural student worker staff as well as sport officials (per diem workers).
  - Provide leadership and development to all members of the student worker staff.
  - Conduct Intramural student worker evaluations.
  - Assist with the review and revision of rules and regulations for each activity offered in Intramurals by using NIRSA guidelines.
• Oversee and supervise the set up of facilities and equipment for all Intramural Programs.
  o Facilitate Intramural inventory control and supervise storage placement of all Intramural equipment
  o Communicate all equipment issues and needs to Director of Campus Recreation
  o Manage the First Aid Kit inventory and ensure that kits are taken out to all outdoor Intramural events.

• Collaborate with other areas of the University on Intramural Events.
  o Serve as a liaison between Campus Recreation and other areas who are interested in collaborating with us.
  o Supervise collaborative events that take place.
  o Seek out other areas on Campus in order to broaden our student participation in Intramural Events.
  o Develop a plan to increase female participation

General
• Establish and complete 20 office hours per week; weekend and evening hours as needed.
• As assigned by supervisor, attend various Campus Recreation staff meetings and individual meetings with supervisors.
• Other duties as assigned by the administrators in the Campus Recreation.
• Supervise the opening and closing of all Campus Recreation facilities.

Qualifications
• Bachelor’s degree required
• Enrollment in a full-time Master’s program in Sports Management preferred
• Experience in Intramurals or Campus Recreation preferred
• Effective leadership and oral communication skills
• Excellent written communication skills
• Must maintain confidentiality in all duties assigned
• Effective organization/multi-tasking skills
• Ability to plan and execute programs for the student population

Length of Assistantship: The Graduate Assistant contract year runs from September through May and is eligible for renewal on a yearly basis. A separate contract or working arrangement may be available for May through August and is subject to supervisor approval and budget allowance.