Position: Graduate Assistant for Campus Recreation.
Staten Island Campus, 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 Associate Director for Student Life, the Graduate Assistant for Campus Recreation will be responsible for various projects and assignments within the Department of Student Affairs. This Graduate Assistant position is multi-faceted in meeting the co-curricular needs of a diverse, undergraduate student population. This position requires weekday, evening, and weekend hours as needed.

Responsibilities include (but are not limited to):

- In conjunction with the Associate Director for Student Life, provide oversight for aspects of specific Recreation initiatives:
  - Club Basketball
  - Intramural Teams (Basketball, Football, Bowling, Volleyball and Soccer)
  - Fitness Classes
- Assist with daily responsibilities of Club Basketball Team
  - Work directly with Faculty Coach to establish recruitment strategy and timeline.
  - Develop and execute Presentations regarding the Club team that can be used at student events and for recruitment events including High School visits, Open House, Accepted Student Weekend and University Days.
  - Serve as liaison between team members and coach in terms of schedules of classes, games and desires and needs of students.
  - Work directly with undergraduate Sport Management classes regarding team management and score-keeping.
- Plan, organize, administer and evaluate Intramural Programming to include, but not limited to currently available sports.
  - Assist in the recruitment, scheduling, supervising and evaluating of Officials for each Intramural program.
  - Maintain inventory of recreational sport equipment and monitor repair concerns and needs.
- Develop a fitness program series to provide students with education on healthy lifestyle choices and various non-traditional fitness options
  - Research trends in fitness offerings including Zumba, Yoga, Pilates, Spin, etc.
- Assist in the recruitment, training, scheduling and supervision of 20 student workers assigned to Campus Recreation.
  - Ensure that all students are CPR certified and trained in emergency procedures
- Maintain accurate statistics and evaluations for all Campus Recreation.
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- Assist Student Life administrators in creating a general marketing strategy for all Campus Recreation.
  - Oversee the Face book and Twitter presence of the Office of Student Life that engages students in the program planning process, serves as a mechanism for student feedback, and allows the office to gain larger visibility.
  - Work with the Graphics Shop team to create a unified marketing strategy for Campus Recreation.
  - Leverage the use of technology to replace traditional forms of advertising while maintaining paper and traditional forms of advertising.
  - Engage freshmen students through target e-mails based on their interests on the freshmen orientation survey.
- Provide intermediate-level data analysis of program participation utilizing the SETRA Program.

General
- Establish and complete 25 office hours per week in addition to weekend and evening hours as needed.
- Work with various offices and individuals in developing programs and advertising for events.
- As assigned by supervisor, attend various Student Life staff meetings and individual meetings with project manager.
- Serve as a chaperone, as needed.
- Other duties as assigned by the administrators in the Area of Student Life.

Qualifications
- Bachelors degree required
- Enrollment in a full-time Master’s program in Higher Education, Student Personnel Administration, Counseling, or other related field required.
- Programming experience, organizational skills, ability to work within budgets, understanding of student learning theories and community development is 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 program various events for large groups of students, faculty and parents/families with diverse needs and interests

Length of Assistantship: This position requires a commitment of 20 hours per week. 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.