

Graduate Assistant – Recreational Sports Campus Recreation

Position Summary

Works with the Assistant Director of Campus Recreation - Recreational Sports to promote and coordinate recreational sports including intramural sports, club sports and special events.

Supervisor

Reports to the Assistant Director of Campus Recreation - Recreational Sports

Essential Functions

1. Assist in coordinating recreational sports leagues and special events including advertising, promotions, registration, paperwork, and scheduling for club sports and intramural sports.
2. Assure the accuracy of information regarding recreational sports programming on the web and in print materials.
3. Assist with hiring, training, scheduling, and supervising Recreational Sports Student Supervisors and Sports Officials.
4. Assist with the development of training materials and lead training and educational sessions with a focus on customer service and risk management needs for all recreational sport student team members.
5. Assist with follow-up regarding recreational sport participant disciplinary concerns, protests, and disputes.
6. Maintain inventory of recreational sport equipment including staff apparel and game day equipment.
7. Address concerns and needs with the Assistant Director of Campus Recreation - Recreational Sports.
8. Provide prompt, daily feedback to recreational sport student employees and assist in evaluations of sports officials and supervisors.
9. Maintain accurate statistics and evaluations for all recreational sports activities.
10. Incorporate participant feedback and event evaluation feedback in future recreational sport programming and goals.
11. Assist with other duties as assigned.

Other Responsibilities

1. Assist with special projects and assignments as requested.
2. Attend all required meetings: division and department-wide.
3. Serve on internal and University committees, as needed.

Education, Experience and Skills Required

1. Must meet all requirements outlined in the Graduate Assistantship contract.
2. Recreational sports management experience is preferred, but not required.
3. Excellent communication, organization, and leadership skills required.
4. Computer literacy with an emphasis on spreadsheets and graphics preferred.
5. Ability to obtain CPR and First Aid certification.
6. Required to work up to 20 hours per week.

7. Report to work two weeks prior to the beginning of fall semester; report one week prior to the beginning of spring and summer semesters.
8. A valid Missouri Driver's License is required or must be obtained within 30 days of employment.

Terms Available

- 1st year- Fall & Spring semesters (9-month position)
- 2nd year - With positive review
- Summer - Possible employment

Application Procedures

- Please complete this [application](#) and attach all pertinent application materials.
- Pertinent application materials:
 - Official Graduate Assistantship Application
 - Resume
 - Cover letter
 - Any certifications

If you have any questions about the position or program, feel free to reach out to Campus Recreation at campusrecreation@missouristate.edu.