



Competitive Sports Graduate Assistantship

Start Date: August 1, 2017 (9.5 Month Appointment)

Competitive Sports Graduate Assistant:

The Graduate Assistant for Competitive Sports assists with the administration, development, implementation, and evaluation of both the Intramural Sports and Club Sports programs. Under the direct supervision of the Assistant Director of Competitive Sports, the competitive sports graduate assistant will support the management student employees, assist with IM Sports operations, oversee club sports travel and competition schedules, and collaborate with other department areas to create engaging and innovative programming. This position requires a flexible schedule including non-traditional work hours and other duties as assigned.

Responsibilities:

- Assists in recruiting, hiring, training, scheduling, supervising, and evaluating student Officials, Program Assistants, and Site Managers
- Assists in the implementation and oversight of the discipline process for IM Sports staff and participants
- Inventory, repair, and label equipment and make recommendations for future program needs
- Coordinates student professional development travel to tournaments, workshops, conferences and seminars
- Collects participation data and information for monthly and annual participation reports
- Oversees the inspection of field conditions and field rotation plan
- Assists in the development and implementation of IM Sports staff and officials training curriculum
- Assists with development of innovative marketing/promotional ideas within various social and media outlets; including a variety of topics to promote our programs as an integral part of a comprehensive university experience
- Collaborates with campus-wide groups and initiatives to bring other department areas together to promote new sports initiatives
- Develops, implements and analyzes satisfaction and performance surveys for student participants to implement programs that are more in line with student interests
- Engages student staff officials to develop a more fluid method of training
- Updates Imleagues.com on a daily and weekly basis with leagues, scores, registration, training materials
- Helps develop and implement an IM Sports Advisory Committee to review conflicts or appeals related to disciplinary matters
- Coordinates program involvement in UWG Preview and Orientation events
- Assists in documenting student information for submission into ADP for payroll
- Oversees participant information and league development in Fusion and IMLeagues.com
- Assists with Club Sport meetings, training, budget allocation, team membership, and evaluations
- Coordinates club sports travel paperwork, logistics, and reimbursements
- Manages and schedules officer trainings and meetings detailing the program's policies and procedures for the semester
- Reviews budget requests by club sport teams, and allocate approved funding
- Oversees and organizes club team practice and competition schedules
- Works with the Marketing Office to develop print advertisement, website updates, and team content to promote club activity and participation

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.

Preferred Qualifications:

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

Benefits/Pay:

Assistantships are 9.5 (August-mid May) month appointments with a stipend of \$7,600 in addition to full tuition provided with the option to continue work from mid-May - July. Additional funds are allotted each year for professional development opportunities. Graduate Assistantships are a two-year commitment.

Graduate Programs:

(please specify program of interest in cover letter)

College Student Affairs, MBA, Public Administration (Public Health)

Application Material:

All applications submitted by January 13, 2017 will be reviewed and considered. Applications submitted after January 13th will be reviewed with consideration of previous applicant deadline.

Interested applicants should submit (1) a cover letter stating your interest in the position and graduate program, (2) resume and (3) three professional references, and (4) GPA & GRE scores

Submission can be either electronic (Graduate Assistant Application Form) or mail to the following address:

University of West Georgia
University Recreation
c/o Mark Henley, Associate Director of Programs
1601 Maple St, Carrollton, GA 30118