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 approximately 30 student employees including officials, supervisors, program assistants, and esports office assistants
- Assists in the 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 - including Flag Football, Basketball, Volleyball, Soccer, Softball/Kickball
- 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
- 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
- Implement and organize unified sports/adaptive programming initiatives
- Coordinates program involvement in UWG Preview and Orientation events
- 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
**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 certification; experience utilizing IMLeagues 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.

**Preferred Graduate Programs: (please specify program of interest in cover letter)**

College Student Affairs, Sport Management, Public Administration (Public Health)

**Application Procedure:**

All qualified applicants should submit a cover letter, resume, list of three professional references, GPA, and GRE scores to the contact indicated for the position below. Preference will be given to applications received by **January 8, 2021**.

Application materials should be directed to:

Caroline Mashburn
Assistant Director of Competitive Sports

cmashbur@westga.edu