

Graduate Assistant Competitive Sports



VALDOSTA STATE UNIVERSITY

Graduate Assistant – Competitive Sports/Intramural Sports

DESCRIPTION: The Graduate Assistant will be responsible for the design, implementation, and management of all Intramural and Club Sport related activities within Valdosta State University Campus Recreation. Under the supervision of the Coordinator of Competitive Sports, the Graduate Assistant serves as a leader and liaison to the Competitive Sports team (made up of Intramural Sports Supervisors, and Intramural Sports Officials). The Graduate Assistant will be responsible for coordinating and developing the schedules of the Competitive Sports Staff. This position is responsible for organizing and partnering with outside entities, and managing relationships to further enhance VSU Campus Recreation's brand. This position also has responsibilities with student growth and development.

RESPONSIBILITIES:

- Assist with the coordination and development of all Intramural and Club Sport programs.
- Assist with recruiting, hiring, training, supervising, evaluating, and scheduling 40+ staff; including 1-2 team leaders
 - Develop, organize and implement schedules for Intramural Sports shifts, utilizing the When to Work scheduling system
 - Organize, schedule and market Intramural Sports events
- Facilitate training, mentoring and continuing education opportunities for all Intramural Sports staff
- Develop, plan and execute Intramural Sports events
- Work cooperatively with other Campus Recreation staff members and assist with departmental special events
- Serve as a substitute Intramural Sports Supervisor, or Intramural Sports Official, as needed
- Maintain an active presence in all Intramural Sports or Club Sport programs, or events
- Assist in developing & managing wellness programming for faculty, staff and students

QUALIFICATIONS:

- Bachelor's Degree required, preferably in Exercise Science, Kinesiology, Recreation, Sport Management, or related field.
- Minimum of two years' experience in a Recreational Sports program including officiating or supervising experience preferred.
- Excellent verbal and written communication skills, word processing, as well as strong interpersonal skills.
- Proficient with all Microsoft office applications; Proficient with using a Mac and Windows computers.
- Demonstrates understanding of fitness techniques, movements, and ability to develop routines, and schedules
- Proven ability to recruit, develop, lead, supervise and motivate student personnel
- Positive attitude, proven ability to work successfully with diverse populations, and excellent customer service skills.
- Qualified candidates must be accepted by VSU Graduate School in desired field of study before the final offer can be made for the position. Applicant must also have taken or must be planning to take the GRE exam.

**CAMPUS RECREATION
DIVISION OF STUDENT AFFAIRS**

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COMPENSATION: \$8,000.00 Stipend for 10 months, Full Tuition Waiver,

LAST DATE FOR CONSIDERATION: For optimal consideration, please submit your application items before Monday, February 17th, 2020. Position will remain open until filled.

PERSON INTERESTED IN THIS POSITION SHOULD: Forward a cover letter, resume and references to:
Wyatt Lee, Coordinator of Competitive Sports

VSU Campus Recreation

1500 North Patterson Street Valdosta, Georgia 31698

Email: wslee@valdosta.edu Phone: (229) 333-5898 Fax: (229) 259-5088

Do not apply through bluefishjobs.com

NOTES: The Position is a 1-year appointment (10 month) with an additional second year based upon performance. Full tuition waived (In and out-of-state, up to 15 credit hours for fall and 15 credit hours for spring, summer tuition waiver up to 9 credit hours). Salary based on 10 month period (Fall/Spring). Summer hourly employment is also available. Must pay student fee (approximately \$1,100). Position is contingent upon the applicant's acceptance to the Valdosta State University Graduate School.

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