

Graduate Assistant Position Description Campus Recreation – Competitive Sports

- Supervisor Name & Title:** Billy Willis Program Director, Campus Recreation
- Supervisor Contact:** 937-775-5817 Billy.Willis@wright.edu
- Number of Openings:** 1
- Start Date:** Preferred: 07/01/2021
Required: 08/09/2021
- Dates of Employment and Other Terms:** Employment requires a minimum of 20 hours per week, pays a monthly stipend of \$800 per month (September through April) for an 8-month academic year position, and includes a two-semester in-state tuition waiver for Fall 2021 and Spring 2022. A second year for Fall 2022-Spring 2023 by mutual agreement of the student and the department. Possibility for employment during summer may be discussed and would be arranged through student employment.
- Hiring for this position is conditional upon acceptance and continence in a graduate school program at Wright State University. This position gives preference to the Student Affairs in Higher Education (SAHE) master's program but is not required.
- Position Overview:** A Graduate Assistant for Competitive Sports would further the development of the Competitive Sports program at Wright State University. The position would assist with both the Intramural Sports and Sport Club programs as well as assisting the entire Campus Recreation department.
- Specific Responsibilities:**
- Provide support to Intramural Sports Program** **75%**
 - Contribute to the success of our student development model through recruiting, training and mentoring Intramural Sports Officials and participants.
 - Assist with office duties, reviewing nightly reports and official evaluations
 - Manage league operations, set-up, registration, captains' meetings, and scheduling of games.
 - Assist with facility scheduling
 - Provide support to Sport Club Program** **10%**
 - Provide leadership to sport club leaders including Sport Club Council President and Treasurer.
 - Assist with facility scheduling
 - Assist with Campus Rec operations** **15%**
 - Assist with the operation and posting of social media platforms
 - Enhance the use of technology within campus recreation programs
 - Other duties as assigned
- Position Requirements:** Bachelor's degree and acceptance into Graduate School at Wright State University required. Experience with programming events (intramural or sporting related a plus). Knowledge of operation of computer scheduling programs (such as imleagues.com) Knowledge of using professional social media CPR/First Aid/AED certified, or willing to be certified within 60 days on employment
- Position Preferences:** OHSAA or equivalent officiating experience/certification
Intramural Sports Officiating experience
Attending NIRSA Regional events such as Flag Football or Basketball Tournament, Workshops or conferences
Experience in leadership positions within your campus recreation department
- Application Instructions** Send a resume, cover letter, and list of 3-5 references and/or letters of recommendation to billy.willis@wright.edu. First consideration date will be January 18, 2021. Position will be offered under conditions of acceptance into a graduate school program.

