

**Angelo State University
Department of University Recreation
Intramural Sports, and Camps Graduate Assistant**

Basic Function:

The Graduate Assistant reports directly to the Assistant Director of the Department of University Recreation and is responsible for assisting with the administration of the Intramural Sports and Camp segments of the overall program.

Specific Duties and Responsibilities:

1. Carries out recommendations of the Assistant Director of the Department of University Recreation.
2. Assists the Assistant Director of the Department of University Recreation with the day to day operations of the Intramural and Camp Programs: this includes but not limited to recruiting, hiring, training, assigning, monitoring, and evaluating personnel; assist with various in-service and risk management programs; conducting captain's/counselor's meetings; developing and administering schedules for teams/officials; recommend purchasing and inventory of equipment; and assisting with administrating of the budget.
3. Gather data for comprehensive sport participation, mid-year, and end of the year reports.
4. Required to attend meetings requested by the Assistant Director.
5. Assist in the evaluation of programs, services, and personnel.
6. Assist with all departmental special events.
7. Participate in professional development at state, regional, and national levels.
8. Properly document all incidents and accidents associated with Intramural Sports participation.
9. Other duties as assigned.

Qualifications:

1. Completed Bachelor's Degree in Kinesiology, Physical Education, Recreation, Sport Management, or related field and acceptance in the Angelo State University Graduate School.
2. Prefer 1-2 years of involvement as an undergraduate in recreational sports including intramural supervision, intramural programming/administration, and sports officiating.