

Job Description

Graduate Assistant for Intramurals, Club Sports, and Camps



Angelo State University Recreation, San Angelo, Texas

Overview

University Recreation consists of five program areas: Aquatics, Facilities, Fitness, Intramural Sports, and Outdoor Adventures. Over 200 students are employed with UREC in various positions to administer, manage, and support day-to-day operations. Student employee positions range from entry-level positions such as area floor staff, office staff, and sports officials, to supervisory and management positions. Consideration for employment is based on the review of a resume and interview.

Our mission is to engage the campus community with recreation and wellness programs designed to stimulate growth and development by enhancing healthy lifestyles through participation opportunities, educational experiences, and supportive services. Through recreational involvement, UREC provides a safe and contemporary environment for social interaction while improving sportsmanship and fostering leadership development.

Intramurals, Club Sports, and Camps

Position Details

Supervisor:

Matt Kirkham, Assistant Director of Intramurals, Club Sports, and Camps

Contract:

A minimum of 17.5 hours/week for 10 months; August – May (with option of a one-year renewal)

Compensation:

\$13.50 an hour

Position Description

Graduate Assistants are responsible for overseeing various aspects of UREC programs. Under the direction of the Assistant Director, they manage student staff, develop

policies and procedures, learn budgeting and operations, and aid in program and staff evaluation. Graduate Assistants are highly involved in programming and facility aspects of UREC and are expected to collaborate with staff from all UREC program areas and several other departments on and off-campus.

Specific Responsibilities

- Supervise and coordinate the following program areas: Intramural Sports, Club Sports, and Summer Youth Camps
- Carry out recommendations of the Assistant Director
- Gather data for comprehensive sport participation, mid-year, and end of the year reports.
- Required to attend meetings requested by the Assistant Director.
- Assist with all Sports Officials Trainings/Clinics
- Assist with Team Registration
- Assist in the evaluation of programs, services, and personnel.
- Assist with all departmental special events.
- Participate in professional development at the state, regional, and national levels.
- Properly document all incidents and accidents associated with Intramural Sports participation.
- Other duties as assigned.

Minimum Requirements

- Admission into Angelo State University Graduate School.
- Strong leadership and organizational skills.
- Strong written and verbal communication skills.
- Must be in good academic standing.

Preferred Qualifications

- Desire to continue a career in recreation post-graduation.
- Previous experience with recreation in a university setting.
- Knowledge of Intramurals and Club Sports

Personnel: Job Description - Graduate Assistant

Updated: 7/23/2021