

# GRADUATE ASSISTANTSHIP FOR INTRAMURALS AND CLUB SPORTS



## RESPONSIBILITIES:

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- Assist with administration of Intramural Sports
- Schedule, organize, supervise and evaluate Intramural Sports programs
- Administer, assess, and evaluate results of programs and participants to better enhance offerings
- Develop and implement sport specific trainings for officials
- Evaluate sports officials on a nightly basis
- Assist with supervision, hiring, training and evaluation of Competitive Sports Supervisors and Intramural Sports Officials
- Assist with facilitating Intramural Sports Staff meetings and trainings
- Prepare Intramural activity locations
- Develop and enforce program policies, procedures, and protocols (staff manuals, program handbooks)
- Compile and evaluate information and statistics for activity, semester, and annual reporting
- Collaborate with the Campus Recreation/Campus Life Marketing individual to design and implement an effective marketing plan for the Club Sports Program.
- Oversee set up of all facilities utilized by the Club Sports program, perform risk management checks and observe participant behaviors in the Club Sports program
- Assist with the administration and advising of all Sports Clubs including annual submission requirements, travel, on-campus activities, leadership development, and program promotion
- Assist in the management of Intramural Sports and the Sport Clubs Program budgets to include meeting expense and revenue goals
- Assist in the preparation, presentation, and implementation of short and long-term goals for the Sport Clubs Program and Intramural Sports
- Recommend and enforce policies that provide for the effective operation and risk management of the Sport Clubs and Intramural Sports Programs

## RENUMERATION & QUALIFICATIONS:

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The minimal requirements for a candidate seeking this assistantship opportunity is a bachelor's degree from an accredited college or university, admittance to the Arkansas Tech University graduate school as a master's degree seeking graduate student, a completed background check, and availability to begin working July 5, 2021.

This position pays a stipend of \$1,210 monthly. In addition, 18 hours of graduate credit tuition is covered per year.

## HOW TO APPLY:

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**Full departmental assistantship information:** <https://www.atu.edu/studentaffairs/graduateassistantships.php>

**To apply:** <https://atu.presence.io/form/student-affairs-graduate-assistant-application>

**General GA Application questions:** [recruitment@atu.edu](mailto:recruitment@atu.edu)

For specific questions about the GA for Campus Recreation positions, please contact Kerry Shannon, Coordinator of Campus Recreation, at [kshannon@atu.edu](mailto:kshannon@atu.edu)

Application review will begin on April 28, 2021 and continue until position is filled.

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