

UNIVERSITY RECREATION  
WASHINGTON STATE UNIVERSITY  
**GRADUATE ASSISTANT, COMPETITIVE SPORTS**

**POSITION OVERVIEW**

This position is primarily responsible for the coordination, administration, and supervision of a portion of the Intramural Sports and Sports Club programs with direct oversight for multiple sport clubs and intramural activities. Graduate Assistant will be responsible for the training, evaluation, and supervision of Intramural/Sport Club Supervisors and associated Intramural Officials as well as providing leadership and customer service to multiple sport clubs.

**DUTIES AND RESPONSIBILITIES**

- Assist with employee recruitment, hiring, training, and evaluation
- Responsible for scheduling, publicizing, and administration of share of Intramural calendar of events
- Responsible for developing and administering training materials for all student employees
- Assist with inventory and purchase of equipment for the Intramural Sports and Sports Club programs
- Supervise multiple sport clubs, providing assistance with marketing, travel, fundraising, facilities scheduling and club operations as well as risk management oversight to ensure UREC and WSU policy compliance.
- Complete required WSU trainings/certifications and attend mandatory UREC staff meetings and trainings
- Serve on university committees as assigned

**KNOWLEDGE, SKILLS AND ABILITIES**

- Computer knowledge, including proficiency with Windows based computer system and Microsoft applications.
- Supervisory skills.
- Excellent customer service skills.

**ESSENTIAL WORK COMPETENCIES**

- Ability to communicate effectively both orally and in writing with multiple constituents.
- Ability to interact with people in a positive manner.
- Ability to enforce necessary performance standards.
- Ability to identify and initiate work projects and function independently.
- Ability to think analytically and evaluate possible solutions.
- Ability to prioritize and arrange job assignments.
- Ability to be creative and innovative with new ideas.
- Ability to work with difficult people and maintain control.

**QUALIFICATIONS**

**Required Qualifications:**

- Acceptance to WSU Graduate program
- Bachelor's degree in Physical Education, Sport Management, Recreation or related field
- Computer knowledge, including proficiency with Windows based computer system and Microsoft applications
- Must be able to meet and maintain WSU and UREC Van Driver standards
- Excellent written and verbal communication skills
- Ability to work collegially and collaboratively with diverse internal and external constituencies
- Demonstrated excellence in customer service skills

**Preferred Qualifications:**

- Experience as a sport club officer or member
- Experience as sports official
- Knowledge and experience in training and supervision of employees

**HOURS PER WEEK:**

20 hours a week, weekends and evenings required.

**LEARNING OUTCOMES OF EMPLOYMENT**

At University Recreation we are committed to providing Graduate Assistants with an experience that will prepare them for a professional career. Graduate Assistants will be asked to assume a great deal of responsibility and perform as part of the professional staff. Through employment at University Recreation and professional development opportunities, Graduate Assistants will advance in the learning outcomes listed below.

1. Inclusion – Effectively functions with people who have backgrounds, ideas, attitudes, and behaviors that are different from their own and creates a welcoming environment for all

2. Leadership – Demonstrates leadership in a professional setting
3. Professionalism – Demonstrates behaviors appropriate for a professional setting
4. Wellbeing – Articulates role of active living in contributing to individual and community health and wellbeing. Educates self and patrons regarding wellbeing concepts so that both can make choices that allow them to achieve their highest quality of life.

#### STARTING DATE

August 1, 2018 (staff paid hourly at \$15.50/hour until August 15). Assistantship takes effect August 16, 2018.

#### COMPENSATION

Approximately \$14,166 (.5 FTE) and includes waiver of tuition. Individuals are responsible for paying residual student fees each semester of approximately \$1,100 which is not covered by the assistantship. Students will receive individual medical coverage as part of the assistantship. Nine month position (August 16 – May 15). Summer employment at hourly rate available. Individuals must reside in Washington State during employment and apply for resident status during first year of assistantship. Assistance for professional development opportunities is available.

#### APPLICATION PROCESS

Applications are due by December 1, 2017. Please email a letter of application, Graduate Assistant application (available at [urec.wsu.edu/who-we-are/employment](http://urec.wsu.edu/who-we-are/employment)), and resume to Matt Shaw at [mattshaw@wsu.edu](mailto:mattshaw@wsu.edu).

#### ADMISSION REQUIREMENTS

Requirements include a baccalaureate degree or equivalent from an accredited college or university; acceptance by the WSU Graduate School, (a GPA of 3.0 or above, official transcripts, 3 letters of recommendation are required by the Graduate School). Visit [www.gradschool.wsu.edu](http://www.gradschool.wsu.edu) for more information. Applications to the Graduate School are due by January 10, 2018 for priority acceptance. Some colleges require earlier application – please view application deadlines for program of interest.

EEO/AA/ADA