



Graduate Assistant of University Recreation, Competitive Sports

University Recreation Division of Student Development

Position Summary

The Competitive Sports Graduate Assistant will be responsible for researching, developing, planning, and managing all aspects of the Intramural and Sport Club programs for University Recreation. The Competitive Sports Graduate Assistant will assist in mentoring Competitive Sports Managers, Intramural Sports Officials and Sport Clubs.

University Recreation inspires, educates, and empowers the Seattle University community to live happier, healthier, and more successful lives. Whether it is promoting wellness, providing worthwhile recreational activities, or building community, the Department of University Recreation is an integral component of a Seattle University student's holistic education.

UREC is a part of the division of Student Development therefore, we are committed to creating a vital and engaged campus community that challenges and supports undergraduate, graduate, and professional students to learn and develop the knowledge, skills, and values needed to lead and serve in an interdependent, global society.

Anticipated Learning Opportunities

GAs in this role will be trusted as professional staff members, and thus will walk away having refined their skills in:

- Problem solving, programming, staff training, and long-term planning.
- Recreation presents a side of student development that allows participants and staff to learn and grow in many ways, that flexibility is also afforded to the staff within the department.
- Interests have the ability to drive what the Graduate Assistantship may include such as marketing, facility management, event planning, budgeting, etc.
- A huge take away from this role will be the direct connections with student staff, the GA will develop their own mentorship styles through various connection points.

Essential Responsibilities

- Assist with Administration of Intramural and Sport Club programs.
- Schedule, organize, manage, 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.
- Assist with mentoring, hiring processes, training and evaluation of Competitive Sports Managers and Intramural Sports Officials.
- Manage multiple Sport Clubs, providing assistance with marketing, travel, fundraising, facilities scheduling and club operations.
- Develop and administer trainings for Sport Club members, officers, coaches, and advisors.

- Enforce Intramural and Sport Club Handbook policies and procedures.
- Assist in conducting employee and participant disciplinary conferences.
- Serve on the Professional Development Working Group.
- Assist with coordination of a departmental student staff leadership program.
- Plan and coordinate departmental marketing.
- Research information for future events, programs, or projects.
- Present information about Intramurals and Sport Clubs during campus wide promotional opportunities.

Anticipated Work Schedule

Typical working hours: 20/week, August-December, and January-June (flexible based on availability). Schedule will be flexible with a mix of office hours between 9am-4pm and night/weekend shifts directly overseeing Intramural/Sport Club programming.

Minimum Qualifications and Skills

- Red Cross First Aid/CPR/AED – must be completed within first 30 days of employment.
- Bachelor's degree in recreation, physical education, student development, sport management, or related field.
- Effective communication skills and conflict management skills.
- Some aspects of this position are physically demanding, and applicants must be able to lift 40lbs or more, run for 20 minutes without a break, remain standing/walking for long periods of time, and tolerate Seattle weather conditions.

Preferred Qualifications and Skills

- Experience in officiating and evaluating officials.
- Previous event management experience.
- Experience working in campus recreation specifically with intramural sports, sport club, and/or competitive sport programming.
- Experience using imleagues.com.

Supervisor Contact Information

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<https://www.seattleu.edu/recreation/>