Seattle University Recreation  
Competitive Sports  
**Title:** Graduate Assistant

### About UREC

University Recreation (UREC) includes the following program and operational areas: Aquatics, Competitive Sports (intramural sports and sport clubs), Facilities, Fitness, Marketing, and Outdoor.

UREC 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.

### UREC Values

- **Student Focused:** UREC is committed to ensuring the student experience is positive and transformative. We lead with the students' needs first.
- **Community:** Recreation provides individuals the ability to connect with others and create meaningful relationships. We work to ensure all students and UREC members feel connected and that they belong.
- **Proactive:** UREC intentionally assesses programs, policies, procedures and risk to ensure high quality experiences that align with Seattle University.
- **Learning Focused:** Our unique work environment provides the opportunity for students to put skills and education into practice. We focus on the personal and professional growth of students.
- **Fun:** UREC supports the mind, body, and spirit through a variety of recreational programs that inspires joy and playfulness.

### Position Summary

This is a position under the direction of the Assistant Director of University Recreation, Competitive Sports. 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 supervise Competitive Sports Managers, Intramural Sports Officials and Sport Clubs.

**Length of Term:**
- Typical working hours: 20/week.
- Schedule will be flexible with a mix of office hours between 9am-4pm and night/weekend shifts directly supervising Intramural/Sport Club programming.

### Primary Responsibilities

- Assist with Administration of Intramural and Sport Club programs
- 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
- Assist with supervision, hiring, training and evaluation of Competitive Sports Managers and Officials
- Assist with facilitating Competitive Sports Staff meetings and trainings
- Supervise multiple Sport Clubs, providing assistance with marketing, travel, fundraising, facilities scheduling and club operations
- Advise the Sport Clubs, Sport Club Council, and Sport Club Executive Board
- 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

### Additional Responsibilities

- Assist in the creation and coordination of departmental marketing
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- Serve on the Professional Development Working Group
- Assist with coordination of a departmental student staff leadership program
- Plan and coordinate departmental events such as but not limited to End of the Year Celebration and Awards ceremony, Holiday events, and student leadership retreats.
- Research information for future events, programs, or projects
- Present information about Intramurals and Sport Clubs during campus wide promotional opportunities.

Qualifications

Minimum

- Red Cross First Aid/CPR/AED – must be completed within first 30 days of employment
- Employment will only be granted upon acceptance to Seattle University's Master’s in Sport Business Leadership program or Student Development Administration program.
- 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

- 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

Compensation

The Competitive Sports Graduate Assistant is a 9-month position renewable for an additional academic year. Stipend of $15,602.00 (subject to change) for August 2020-June 2021.

Application Process

- Submit the following application materials by email to Assistant Director of University Recreation, Competitive Sports, Kirsten Schumacher (schumack@seattleu.edu):
  - Cover letter
  - Resume, including your GPA and GRE Scores (if available)
  - Three references
- Priority application deadline February 1, 2021

Contact Information

If you have any questions about the position or the application process, contact:
Kirsten Schumacher, Assistant Director of University Recreation, Competitive Sports
Phone: 206-296-5907
Email: schumack@seattleu.edu

Non-Discrimination Policy

The University provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, political ideology, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, and leaves of absence, compensation, benefits and training. The University administers all policies, practices and procedures in ways that are consistent with the University’s Catholic and Jesuit character.