JOB TITLE: Competitive Sports Graduate Assistant
DEPARTMENT: Utah State University Campus Recreation
REPORTS TO: Coordinator of Competitive Sports

Job Summary

The Competitive Sports Graduate Assistant (GA) will report directly to the Coordinator of Competitive Sports. The Competitive Sports GA will be responsible for implementing policies and procedures, which contribute to the supervision, operation and advancement of the Club Sports, Intramural Sports, and Unified Sports programs. The GA will oversee the daily operation of sport activities, special events, registration process, plan and lead various referee/officer meetings, assess the programs, and provide staff support. The GA will also assist in the facility supervision which includes Aggie Legacy Fields (ALF), HPER Building, Fieldhouse, Northeast Recreational Field, and the Aggie Recreation Center (ARC). Participating as an active team member to the USU Campus Recreation Center Staff will be the expectation of the Graduate Assistant.

Primary Duties and Responsibilities

- Assist with the overall management and supervision of the Competitive Sports Program
- Assist in the recruitment, hiring, training, scheduling, motivating, evaluation, and development of student staff
- Maintain daily office hours and scheduled nightly and/or weekend supervision/assessment hours
- Assist in the scheduling of student staff utilizing WhenToWork scheduling software
- Assist in the scheduling of facilities for all Competitive Sports programming using FusionIM
- Evaluate and monitor the risk management plan for programs
- Prepare and assist in running Club Sports trainings as well as Competitive Sports Supervisor meetings and trainings
- Oversee the inventory, repair, maintenance and replacement plan of sports equipment and apparel
- Plan and implement Competitive Sports programs, services, and special events
- Assist with the Competitive Sports budget management including expense proposals team and allocations
- Assist in the development and implementation of program assessment and strategic planning
- Contribute positively to sports officials’ and team officers’ development and clinic/training programs
- Develop, update, and maintain program data and information including registration process, program forms/reports, scoresheets, sportsmanship ratings, event summaries, program statistics, league, and all-campus standings
- Create itineraries and track the travel requirements and process for assigned Club Sport teams
- Aid in the marketing of the program and maintain correct information on the website and social media outlets
- Attend program and extramural events and serve as a positive role model and resource for staff and participants
- Research and plan to supervise Unified Sports skills trainings, tournament, and practices
• Collaborative involvement with the Club Sports Executive Council
• Attend staff meetings and serve on university committees when requested
• Work cooperatively with other staff members to plan, organize, and supervise departmental special events
• Fulfill additional department duties as assigned

Required Qualifications

• 1+ years’ experience in Club and/or Intramural Sports programming
• Bachelor’s Degree in Recreation, Physical Education, Sports Management, or related field
• Enrollment in Utah State University Graduate Studies Program
• Must have 3.0 GPA in the last 60 credit hours and at least in the 40th percentile on the GRE or MAT (Some academic programs have waived the GRE or MAT requirement)
• American Red Cross First Aid and CPR/AED certification

Preferred Work Experience

• NIRSA regional and national tournament officiating experience
• Officiating experience and rule knowledge in multiple sports or High School Certifications
• Experience with using WhenToWork, DoSportsEasy, and FusionIM software
• Knowledge and experience in Campus Rec scheduling, registration, risk management, assessment, training, and supervision

Application/Selection Process

• Applicants must submit a cover letter, resume, and three references to Bailey Adams – Coordinator of Competitive Sports
  o Bailey.daniel.adams@usu.edu | (435) 797-2236

Graduate Assistantship

• $10,000 assistantship, plus full tuition, and subsidized insurance is available. Student fees/tuition differential are to be paid by the student. Up to an additional $1,000 for professional development opportunities. This position is a 10-month appointment with summer work opportunities available. Employment dates: 8/1/2022 – 5/26/2023 & 7/31/2023 – 5/24/2024

Common Graduate Programs for Campus Recreation GA’s
Department of Kinesiology and Health Science
• Master of Education in Sport and Physical Education
• Master of Health Promotion
• Master of Fitness Promotion (MFP)
• Master of Science in Health & Movement with specializations in: Exercise Science, Health Education, and Sports Medicine
• Master of Sport Management
Nutrition, Dietetics, and Food Sciences Department
- Dietetics Administration

Environment and Society Department
- Recreation Resource Management

John M. Huntsman School of Business
- Master of Business Administration
- Master of Human Resources

About Campus Recreation

The Department of Campus Recreation at Utah State University is housed in the Division of Student Affairs and is one of the most dynamic growing departments on campus. Campus Recreation provides wellness and healthy lifestyle-oriented programs, events, and services to Utah State University students and employees via five program areas: Aquatics, Fitness, Club Sports, Intramurals, Outdoor Recreation. Facility operations supplement the program area functions and provide seamless customer service to USU students, employees, and the community. Campus Recreation creates opportunities for student to enhance the college experience through play, wellness, and adventure. To learn more about Campus Recreation, visit our website at campusrec.usu.edu.