Job Description
The Graduate Assistant (GA) will report directly to the Assistant Director of Competitive Sports and Director of Summer Camps. The Competitive Sports GA will be responsible for implementing policies and procedures, which contribute to the supervision, operation and advancement of both the Club Sports, Intramural Sports, and Unified Sports Programs. The GA will oversee the daily operation of sports 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, HPER Building, Fieldhouse, North Rec Fields, and Aggie Recreation Center. 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 When To Work scheduling software
- Assist in the scheduling of facilities for all Competitive Sport programming using FusionIM
- Evaluate and monitor the risk management plan for programs
- Prepare and assist in running Club Sports trainings as well as Intramural 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 and team 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, score sheets, 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, tournaments, 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 departmental duties as assigned

Required Qualifications:
- 1+ years’ experience in Club and/or Intramural Sports programming
- Bachelors’ 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
- American Red Cross First Aid and CPR/AED certification
**Preferred Work Experience and Requirements:**

- NIRSA regional and national tournament officiating experience
- Officiating experience and rule knowledge in multiple sports or High School Certifications
- Experience with using When To Work, 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 Amanda Bray – Assistant Director of Competitive Sports and Director of Summer Camps: Amanda.bray@usu.edu (435) 797-0552

**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: 8/3/2020 – 5/28/2021 & 8/2/2021 – 5/27/2022. Year two is contingent upon satisfactory job performance.

**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 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