

Position Title: Graduate Assistant, Competitive Sports
Department: Recreation and Wellness
Division: Student Affairs
Reports To: Assistant Director, Competitive Sports
Hours Per Week: 20 / week
Starting Wage: \$10,000 / 9-month appointment



Department Overview

The Department of Recreation and Wellness, housed in the Division of Student Affairs, believes in a balance of social, mental and physical wellness creates a foundation for successful, healthy individuals. We foster comprehensive wellness by engaging students and the UNCG community in experiential and educational opportunities. We promote lifelong success through meaningful and inclusive programs and resources.

Position Description

The Graduate Assistant for Competitive Sports provides guidance and leadership for all Competitive Sports Student Staff. As a paraprofessional member of the Department of Recreation & Wellness, this position is responsible for the assisting in the day-to-day management of the Intramural Sports Program and execution of Club Sports practices and events. During their appointment, Competitive Sports Graduate Assistants will develop a combination of leadership, program execution, risk management and student development skills that will prepare them for a career in collegiate recreation.

Task & Supervision

Competitive Sports GA's will receive direct supervision and guidance from the Competitive Sports Professional Staff (Assistant Director and Coordinator for Competitive Sports). It is expected for Competitive Sports GA's to function independently with limited direction and to make independent decisions that reflect the intent of University, departmental and programmatic policies.

An essential function of the Competitive Sports GA is to manage the staff schedules and payroll for all Competitive Sports Student Staff. This will require a strong attention to detail ensuring that accurate and timely dissemination of information is accomplished. Additionally, this individual is responsible for the preparation of all nightly materials and data entry from previous nights for intramural leagues and club sports events. These responsibilities can be appropriately delegated to any Competitive Sports Staff scheduled to assist in the Administrative Suite.

As a member of the Competitive Sports Leadership Team, this position plays an integral role in the development and training of Competitive Sports Officials. It is expected that Competitive Sports GA's will chair sport-specific committees guiding the preparation and delivery of sport-specific trainings. On-going and nightly supervision of both Competitive Sports Supervisors and Officials will provide the Competitive Sports GA's an opportunity to lead and direct the growth of the Competitive Sports Staff.

Personnel Management (50%)

- Manage all aspects of student staff scheduling ^{5,6,7}
- Ensure accurate record keeping for student staff payroll ^{3,4,6}
- Execute meaningful staff training sessions as sport-specific committee chair ^{2,3,5,7,8}
- Provide on-site and ongoing staff development and evaluation ^{1,2,3,5,6,7,8}
- Assist in the delivery of staff performance meetings and semester evaluations ^{2,5,6,7}

League and Club Administration (35%)

- Prepare nightly shift materials for all club and intramural events ^{4,6,7}
- Accurately record results from previous night's events ^{4,6,7}

The numeric footnotes indicate connections to NACE Career Readiness Competencies – see information on page 2.

- Utilize IMLeagues for roster management and scheduling of intramural competitions ⁴
- Utilize Fusion software for equipment checkout ⁴
- Assist with league and playoff scheduling for all intramural competitions ^{1,4,6,7}
- Assist with record keeping for club paperwork submissions including waivers and travel documents ^{1,4,6,7}
- Ensure complete site and equipment preparation for all intramural and club sport events ^{1,3,5}

Marketing and Promotions (10%)

- Represent the Department of Recreation & Wellness in a professional manner as a liaison with participants and spectators ^{2,3}
- Assist with program marketing for club and intramural events ^{2,3,4,7}

Other Duties (5%)

- Attend all scheduled Recreation & Wellness All-Staff meetings ⁷
- Serve on departmental committees and workgroups as assigned ⁷
- Participate in club sport trainings and meetings as available ^{2,3,5,7}
- All other duties as assigned

Required Skills, Experience, and Certifications

- Completion of a Bachelors Degree and acceptance into the Graduate School at UNC Greensboro
- Current CPRO and AED Certification (or willingness to obtain certification)
- Minimum of 1-year experience working in a collegiate recreation intramural sports and/or club sports program
- Experience training intramural sports officials
- Strong written and oral communication skills
- Ability to work in a collaborative environment
- Proven ability to manage multiple tasks simultaneously and exercise sound judgement in decision making

Preferred Skills, Experience, and Certifications

- American Red Cross CPRO Instructor Certification
- Experience officiating at an interscholastic and intercollegiate level
- Experience serving as a Program Assistant or Lead Student Manager with a collegiate Intramural Sports Program
- Previous experience utilizing IMLeagues and/or Fusion software

The National Association of Colleges and Employers | Career Readiness Competencies

<https://www.nacweb.org/career-readiness/competencies/career-readiness-defined/>

- 1) Critical Thinking/Problem Solving
- 2) Oral/Written Communications
- 3) Teamwork/Collaboration
- 4) Digital Technology
- 5) Leadership
- 6) Professionalism/Work Ethic
- 7) Career Management
- 8) Global/Intercultural Fluency

If you are an individual with a disability and need reasonable accommodation to participate in the application process, please contact the Department of Recreation & Wellness by phone at 336.334.5924 or email at recwell@uncg.edu.