



Graduate Assistant - Competitive Sports

Campus Recreation Professional Duties

- Collaborate with Campus Recreation staff to help department make the impact mentioned in our mission and vision statements
- Serves on assigned Campus Recreation and university work teams or committees as needed
- Provide evening and weekend operational support and event coordination as needed
- Produces required information for monthly and annual reports
- Provide instruction and development opportunities for staff through training, coaching and performance evaluations that incorporate student learning outcomes. Specific outcomes include critical thinking, creative thinking, problem solving, quality customer service, conflict resolution, initiative, communication, innovation and other transferable skills related to the department work integrated learning program
- Attend and participate in University, Divisional, and Departmental events, programs, and training
- Submit marketing requests within established timelines, policies, and procedures
- Other duties as assigned

Area Specific Duties

- Provide day to day leadership of Intramural and Club Sports programs and special events with an emphasis on risk and financial management
- Responsible for hiring, training, scheduling, supervision, and evaluation of 40 student employees including officials, supervisors, and program assistants
- Train and advise all club officers to assist them in the administration of individual club activities, and successful compliance with campus, conference and governing bodies' policies
- Administer employee and participant related disciplinary action
- Become proficient in the use of Fusion as a management tool for Campus Recreation specifically as it relates to program administration
- Implement all programs utilizing current recreational sports and student development practices
- Manage facility preparation for home contests, preseason preparation, master competitive schedules of clubs, weekly practice schedules and post-season playoff involvement
- Collaborate with Manager for Operations and Events and Associate Director regarding policies and procedures impacting all Intramural and Club sports related areas and recommend improvements to policies and guidelines.
- Schedule and coordinate indoor and outdoor venues for programs
- Coordinate and oversee a risk management plan pertinent to Intramural Sports activity in order to ensure compliance with industry standard of care

Required Qualifications

- Bachelor's degree from an accredited four-year institution
- Admittance into a WVU graduate program
- American Red Cross CPR for Professional Rescuer, AED & First Aid Certification
- Excellent verbal and written communication skills, strong attention to detail, and ability to work with diverse groups
- Competent knowledge of general computer programs including Excel, Word PowerPoint, Outlook, etc.

Preferred Qualifications

- Prior experience officiating
- Prior supervisory or leadership experience



CAMPUS RECREATION

- Prior campus recreation experience
- Fusion
- Connect2
- When2Work