Position: Graduate Assistant, Competitive Sports (2 positions)
.49 FTE for academic (2010-2011)

These positions are primarily responsible for the coordination, administration, and supervision of a portion of the Intramural Sports and Sport Clubs Programs with direct oversight for 10-20 sport clubs as well as assigned intramural activities. Graduate Assistant will be responsible for the training, evaluation, and supervision of Intramural/Sport Club Sport Supervisors and associated Intramural Officials as well as providing leadership and customer service to 10-20 sport clubs.

Responsibilities:
- Organization and coordination of intramural leagues (1 per term) and events (1-3 per term), including marketing, training of staff, preparing league and playoff schedules, scheduling of facilities/equipment, communication with team managers, coordinate disciplinary hearings, and activity evaluation.
- Administration and advising of 10-20 clubs including travel and home activities, hosting of major events as well as provide assistance in clubs leadership development, promotion, and equipment inventory.
- Recruit, hire, train, supervise, schedule, and evaluate over 200 student officials and supervisors.
- Lead or assist program area trainings and meetings:
  - Intramural Officials Trainings and Intramural Manager and Playoff Meetings
  - Sport Club Fall and Spring Trainings, Coach/Instructor and Monthly Leadership Meetings
- Manage student official payroll process.
- Provide ongoing evaluation and recommendations for Competitive Sports Program.
- Assist in the purchase, inventory, and maintenance of all equipment.
- Participate in student mentor program.
- Assist with other department activities as assigned.

Qualifications:
- Bachelor’s degree in Exercise Science, Recreation/Sport Management or other related degree with a 3.0 GPA or above.
- Prefer experience within event planning, league and club management and officials training.
- Experience in supervision and advising of student employees and club officers.
- Experience with Microsoft Office applications and web-page application.
- Excellent written and verbal communication
- Acceptance into OSU Graduate Program

Stipend: ($16,740 plus tuition waiver)

Starting Date: August 31, 2010

General Information:
OSU is one of only two American universities to hold the Land Grant, Sea Grant, Sun Grant, and Space Grant designation and is a Carnegie Doctoral/Research-Extensive university. OSU is located in Corvallis, a community of 53,000 people situated in the Willamette Valley between Portland and Eugene. Ocean beaches, lakes, rivers, forests, high desert, the rugged Cascade and Coast Ranges, and the urban amenities of the Portland metropolitan area are all within a 100 mile drive of Corvallis. Approximately 16,228 undergraduate and 3,525 graduate students are enrolled at OSU, including 2,975 U.S. students of color and 950 international students.

The university has embarked upon a capital campaign to raise support for its goals, which align with the needs of Oregon, the region and the nation. OSU has facilities and/or programs in every county in the state, including 12 regional experiment stations, 41 county extension offices, a branch campus in Bend, a major marine science center in Newport, and a range of programs and facilities in Portland.

The university has an institution-wide commitment to diversity, multiculturalism, and community. We actively engage in recruiting and retaining a diverse workforce and student body that include members of historically underrepresented groups. OSU provides outstanding leadership opportunities for people interested in promoting and enhancing diversity, nurturing creativity, and building community. The Department of Recreational Sports is primarily student fee funded and is a part of the Division of Student Affairs.

Contact: Submit letter of application, resume, unofficial transcript, and contact information for 3 references by March 15, 2010 to:
Mitch Wiltbank, Coordinator of Intramural Sports
Oregon State University
211 Dixon Recreation Center
Corvallis, OR. 97331-3301
541.737.3566 Mitch.Wiltbank@Oregonstate.edu