

**DEPARTMENT OF RECREATIONAL SPORTS**  
**Oregon State University**  
**Position Announcement 2017-18**

**Position:** Graduate Assistant, Sport Programs  
.49 FTE for academic (2017-18)

This position is responsible for the coordination, administration, and supervision of the Intramural Sports and Sport Clubs Programs with oversight for sport clubs as well as assigned intramural activities. Graduate Assistant will be responsible for the training, development, supervision, and evaluation of Sport Program Associates and associated Intramural Officials as well as providing leadership and advising to multiple 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 sport clubs including club travel and home activities, club leadership development, promotion, and equipment inventory.
- Recruit, hire, train, supervise, schedule, and evaluate over 200 student officials and 20 Sport Program Associates.
- Lead and/or assist program area trainings and meetings:
  - Intramural Officials Trainings and Intramural Manager and Playoff Meetings.
  - Sport Club Officer Fall and Spring Trainings, Coach Training, Monthly Club and Quarterly Leadership Meetings, and workshops.
- Manage student official payroll process.
- Provide ongoing evaluation and recommendations for Sport Programs.
- Assist in the purchase, inventory, and maintenance of program equipment.
- Assist with other department activities as assigned.

**Required Qualifications:**

- Bachelor's degree with a 3.0 GPA or above.
- Acceptance into OSU Graduate Program.\*
- Experience within event coordination (sport leagues and events) and/or administration of student organizations (sport clubs).
- Experience in hiring, training, supervising, evaluating, and advising of student employees (supervisors/officials) and/or club leaders.
- Demonstrated commitment to student development, diversity, recreational sports principles, theories, and values.
- Demonstrated knowledge of safety and risk management issues for student organizations and/or sport events and activities.
- Experience with Microsoft Office and web-based application.
- Excellent written and verbal communication.

**Preferred Qualifications:**

- Experience officiating within recreational, high school, and/or collegiate sports.
- Experience as a sport club leader and/or member.
- Experience managing event and/or organization budgets.

**Compensation:** \$17,000 plus tuition waiver, health insurance, professional development support, & summer hourly employment opportunities

**Reporting Date:** August 28, 2017

**Application Process:** Submit letter of application, resume, an unofficial transcript, and contact information for 3 references by January 5, 2017 for priority consideration to:

Joe Schaffer, Assistant Director of Sport Programs  
211 Dixon Recreation Center  
Oregon State University  
Corvallis, OR. 97331-3301  
Phone: 541-737-4884 Email: [joe.schaffer@oregonstate.edu](mailto:joe.schaffer@oregonstate.edu)

**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 28,000 undergraduate and graduate students are enrolled at OSU from all 50 states and 100 countries.

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.

**Admission Requirements:**

Qualifications for admissions are determined by both the Graduate School and the applicants chosen program. All applicants need to meet these requirements to be considered for admission. International applicants have additional requirements to meet. Academic programs establish their own application deadlines so be aware when choosing an academic program. Visit <http://gradschool.oregonstate.edu/> for more information and specific admission requirements.

Offer is contingent on acceptance into OSU Graduate Program and ability to pass a criminal history background check.

