DEPARTMENT OF RECREATIONAL SPORTS
Oregon State University
Position Announcement 2015-16

Position: Graduate Assistant, Sports and Special Programs
.49 FTE for academic (2015-16)

This position is responsible for the coordination, administration, and supervision of a portion of the Intramural Sports and Sport Clubs Programs with oversight for 10-20 sport clubs as well as assigned intramural activities. Graduate Assistant will be responsible for the training, development, supervision, and evaluation of Sport Supervisors 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 15-20 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 over 20 sport supervisors.
• Lead and/or assist program area trainings and meetings:
  o Intramural Officials Trainings and Intramural Manager and Playoff Meetings.
  o Sport Club Officer Fall and Spring Trainings, Coach Orientation, Monthly Club and Quarterly Leadership Meetings.
• Manage student official payroll process.
• Provide ongoing evaluation and recommendations for Sports and Special Programs.
• Assist in the purchase, inventory, and maintenance of program 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.
• Acceptance into OSU Graduate Program.
• 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.

Stipend: ($16,200 (approximate) plus tuition waiver, health insurance, and professional development support)

Reporting Date: August 24, 2015

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.

Contact: Submit letter of application, resume, an unofficial transcript, and contact information for 3 references by February 16, 2015 to:

Joe Schaffer, Coordinator of Sports and Special Programs
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