

## **Sport Programs Graduate Assistant**

**Date Range: August 1 – May 30, 2025**

### **Sport Programs Graduate Assistant:**

The Sport Programs Graduate Assistant shall maintain a role in overseeing student employees, coordinating sport leagues, and mentoring/advising select Club Sports. Candidate should strive to develop and progress the comprehensive Intramural Sports program and Club Sports program. The position will uphold the Department of Sports and Recreation mission, vision, and values throughout work and participation in programs.

### **Responsibilities:**

- Assist in the onboarding and development of Sport Programs student staff (officials and supervisors) through recruitment, hiring, training, scheduling, and evaluating student employees.
- Monitor and maintain program equipment and uniform inventory, maintain replacement plan to ensure equipment is up to date and in working quality.
- Direct Club Sport and Intramural Sport event supervision including – event set-up and teardown, game management, risk management, student staff supervision, participant relations, and reservation requests.
- Assist with Sports and Recreation Departmental Events – including Rock the Rec, Turkey Trot (5k), Involvement Fairs, Homecoming, and others.
- Complete day-to-day tasks related to sport programs, such as processing forms, reviewing reports, communicating with staff and participants, verifying scores, etc.
- Provide insight and input in developing/evaluating existing Intramural and Club Sports schedules, policy, procedures, officials' trainings, and guidelines for participants.
- Monitor program webpages and platforms for current and accurate information concerning sport program events, leagues, schedules, and locations.
- Adhere to departmental risk management plans, be prepared to administer basic first aid and emergency care on-site.
- Other duties as assigned.

### **Required Qualifications:**

A bachelor's degree in Recreation, Sports Management, Physical Education, or other related field; effective communication and customer service skills; ability to collaboratively work with students, faculty, staff, and the community. Collegiate Intramural or Club Sports program experience. Experience officiating one of the following sports: Basketball, Flag Football, Soccer, Softball, and Volleyball. The position will be primarily based on the Kennesaw campus but requires travel to the Marietta campus for events and programs. Requires walking or standing frequently; occasional sitting for extended periods of time; occasional lifting of objects up to 45lbs; and frequent lifting or carrying of objects up to 10lbs.

### **Preferred Qualifications:**

Two years' collegiate recreation program experience; CPR/First Aid Instructor certification; experience utilizing Fusion and/or other recreation management software, IMLeagues, and/or Connect2 software, ability to work with a diverse group; career aspirations in recreational sports; motivated, enthusiastic, and attentive to detail.

### **Stipend and Waiver**

To receive a final offer, candidates must be accepted to a Graduate Program at Kennesaw State University and have an approved Tuition Waiver. Candidates must be a full-time student in a two-year graduate program. This program carries a full tuition waiver (in-state or out-of-state). This appointment will begin August 2024 and conclude in May 2025, second year is contingent on academic and job performance. The position will be paid \$18.75/hour and will be expected to work 20 hours per week, including days, nights, and weekends. Student fees, school application fees, and other expenses will be the individual filling this position's responsibility.