Position Description

JOB TITLE: Intramural Sports Graduate Assistant  DATE REVISED: 11/25/14
CLASSIFICATION/COMPENSATION: Part-Time/ Stipend – see below  DEPARTMENT: Recreational Services
REPORTS TO: Assistant Director, Recreation - Intramurals  PREFERRED START DATE: First day of fall semester

About Georgia State University
Georgia State University is located in downtown Atlanta, with an enrollment of over 30,000 students. The mission of the Department of Recreational Services is to promote healthy lifestyles through exceptional recreational programs, services, and facilities. On campus, Recreational Services is housed in the 161,000 square foot, $30 million Student Recreation Center (SRC). Our two off-campus sites are also managed by the department; Panthersville Recreation Complex, an outdoor lighted multipurpose athletic field area and the Indian Creek Recreation Area which includes the Lodge, Challenge Course, Outpost, an outdoor pool, event lawn, and sand volleyball court. recreation.gsu.edu

About Georgia State University Graduate Assistantships:
The department of Recreational Services offers numerous Graduate Assistant opportunities. Our positions are designed to provide enhanced service to our patrons and programs while providing an excellent opportunity for the Graduate Student to enhance their academic knowledge and professional skills. The information below is for your review to assist in your decision on whether to apply for the position.

Tuition will be waived including out of state waiver. You are responsible for your student fees (~ $1300 as of Fall 2014) and books. Current graduate assistants are granted a 10% book discount at the GSU bookstore. You will receive a $4,500 stipend Fall and Spring semesters and up to $3,000 for Summer (depending on your appointment/hours worked). These amounts are based on 20 hours of work per week during the academic semester. This appointment is on a semester-to-semester basis dependent upon job performance and funding. Scheduling will be determined by your supervisor and will vary each semester. Academic classes will be accommodated. Please note that you do not get your first check until the last working day of September. Plan accordingly. For more information on application requirements and deadlines for the College of Education, please visit http://education.gsu.edu/oaa/App_Deadlines.htm.

Job Description:
The Graduate Assistant for Intramural Sports, under the direction of the Assistant Director, Recreation – Intramurals, has the responsibility of the coordination and implementation of a comprehensive Intramural Sports program.

Primary Responsibilities:
- Recruit, hire, train, schedule, and evaluate referees
- Design, organize, and implement training for staff
- Collaborate in marketing and advertising strategies for registration of all sports
- Assist in the coordination and organization of leagues and tournaments
- Officiate a wide range of sports
- Coordinate special events with other student and staff members.
- Attend all trainings hosted by the Department of Recreational Services.
- Evening/Weekend work responsibility as required.
- Deliver excellent customer service
- Support the philosophy of the Department of Recreational Services
Minimum Requirements and Employment Terms:

- Bachelor’s degree in Exercise Science, Sports Administration, Higher Education or closely related field.
- Acceptance into the Master’s Program at Georgia State University. *Must be accepted by GSU to receive a position offer.*
- Must maintain a 9-hour class load for fall and spring semesters; 6-hour class load during the summer semester.
- Work approximately 20 hours per week. Scheduling will be determined by your supervisor. Schedule will vary each semester.
- Ability to work independently and as a part of a professional team that collaborates effectively with colleagues.
- Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.
- Proficiency with Microsoft Office.
- The appointment will be for the 2015 – 2016 academic year (Fall, Spring, Summer). The appointment is on a semester-to-semester basis dependent upon job performance and funding.
- Assume responsibility for the mandatory health insurance requirement and all student fees. [www.studentinsurance.com](http://www.studentinsurance.com) and select Georgia State University / Pearce and Pearce