Position Description

**JOB TITLE:**
Graduate Assistant – Sport Clubs & Transportation

**APPOINTMENT:**
20 hr week w/ waiver & stipend

**REPORTS TO:**
Coordinator, Sport Clubs

**PREFERRED START:**
August

About Georgia State University
Georgia State University is in Atlanta, with an enrollment of over 50,000 students. The mission of the department of Recreational Services is to promote healthy lifestyles through exceptional recreational programs, services, and facilities. At the Atlanta campus, Recreational Services is housed in the 161,000 ft², $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. The department also offers recreation opportunities at our five Perimeter campus locations.

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. This position is specific to supporting programs or services offered at the Atlanta campus. 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 (http://sfs.gsu.edu/tuition-fees/what-it-costs/tuition-and-fees/) 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 of Sport Clubs/Transportation is under the direction of Sport Clubs Coordinator, has the responsibility of assisting with the overall administration of the Sport Clubs Program & the Department’s vehicle fleet.

Primary Responsibilities:
- Manage imleagues.com the online management system for Sport Clubs
- Assist with the maintaining of form documentation
- Provide communication for club membership interest inquiries
- Assist with the management of club equipment inventory and storage
- Provide assistance with field supplies/equipment and overall facility upkeep
- Assist with the administering of officer training meetings
- Assist with the administering of program special events
- Deliver excellent customer service
- Support the philosophy of the Department of Recreational Services
- Provide event supervision/oversight for practices & competitions as needed
- Assist with the research of industry trends and updating of program guidelines as needed
Secondary Responsibilities:
- Assist with the overall management of nine 10-passenger vans, one pick-up truck, and ten trailers
- Assist with the Driver certification program
- Assist with Vehicle Reservations
- Assist with Vehicle Maintenance Pick-ups and drop-offs
- Assist with Vehicle Maintenance
- Assist with Fleet Record Keeping
- Assist with other tasks and department events as requested upon
- As schedule permits, attend staff meetings and events hosted by the Department of Recreational Services
- Evening/Weekend work responsibility as required

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, pursuing a degree in a related field. Must be accepted by 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 on average 20 hours per week with a few weekends required. Scheduling will be determined by the supervisor to meet needs of the program.
- 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.
- Certification for Adult CPR/AED/First Aid or can obtain within first month
- Valid driver license needed
- The appointment will be for the academic year (Fall, Spring, Summer) - intended as a 2-year position. Appointment is on a semester-to-semester basis dependent upon job performance and funding.
- Assume responsibility for the mandatory health insurance requirement. (http://www.studentinsurance.com)