

# Position Description

---

<b>JOB TITLE:</b>	Graduate Assistant – Competitive Sports	<b>APPOINTMENT:</b>	Up to 20 hr week w/ waiver & stipend
<b>REPORTS TO:</b>	Assistant Director & Coordinator, Competitive Sports	<b>PREFERRED START:</b>	Fall Semester

## 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 ft<sup>2</sup>, \$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 (<https://sfs.gsu.edu/resources/tuition/tuition-breakdown/>) and books. Current graduate assistants are granted a 10% book discount at the GSU bookstore. You will receive up to 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 an average of 20 hours of work per week during the academic semester but could be less based on funding and needs. 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.

## Job Description:

The Graduate Assistant for Competitive Sports, under the direction of the Assistant Director, Competitive Sports, has the responsibility of the coordination and implementation of a comprehensive Competitive Sports program.

## Primary Responsibilities:

- Recruit, hire, train, schedule, and evaluate staff
- Collaborate in marketing and advertising strategies
- 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
- Supervise intramural and club events
- Assist with the management of clubs' membership, equipment, supplies, budget, and travel
- Assist with club officer trainings and club events
- Support state and regional extramural events
- Attend workshops and conferences to continue development and research industry trends
- Assist with the management of the department's vehicle fleet including maintenance and reservations
- Attend all trainings hosted by 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, pursuing a degree in a related field. Must be accepted by to receive a position offer.
- To receive a full tuition waiver, must maintain a 12-hour class load for fall and spring semesters; 9-hour class load during the summer semester.
- Work nights/weekends as needed
- 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, as some departmental vehicle use may occur
- 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>)