Emory University’s Department of Recreation and Wellness is offering a graduate assistantship in collegiate recreation programming.

**Function**

The Graduate Assistant for Intramural & Club Sports under the direction of the Coordinator for Intramural & Club Sports, has the responsibility of the coordination and implementation of a comprehensive Intramural & Club Sports program during the academic year, and youth Sports Fitness Camp during the summer months. Some weekend coverage will be necessary for special events and programs. This position requires 20 hours per week and is a two-year opportunity including a tuition waiver to Georgia State University and a $10,000 annual stipend.

**Responsibilities**

**Student support – 50%**

- Recruit, hire, train, supervise, evaluate & develop 50+ students annually.
- Organize and conduct meetings and training sessions for officials, supervisors, and intramural participants.
- Assist in leading club sport leadership development and officer trainings.
- Develop, organize, and implement schedules for intramural sports shifts utilizing WhenToWork scheduling system.
- Assist with student payroll and budget projections and reconciliation.

**Programming – 30%**

- Assist in the planning, scheduling, and administration of intramural games, tournaments and special events.
- Manage space reservations with athletic and facility operations teams for practices, tournaments, and games in indoor and outdoor facilities.
- Collaborate in marketing and advertising strategies for all intramural, club sport, and summer camp programs.
- Compile and maintain intramural records including end of year reports, participation records, operations manual, rule updates, etc. and evaluate program effectiveness.

**Administrative – 20%**

- Maintain knowledge of intramural, club sport, and summer camp trends in higher education.
- Maintain inventory of intramural and club sports equipment and assist with budget projections and purchasing.
• Serve as camp manager for Sports Fitness Camp annual summer camp.
• Serve in an on-call function to support recreation facilities and program and assist with special events.

Authority
The Intramural and Club Sports Graduate Assistant has the authority to oversee the programmatic operations of the intramural and club sport programs. This position supervises student employees and assists with training and development of participants and student employees.

Accountability
The Intramural and Club Sports Graduate Assistant shall under no circumstances authorize expenditures in excess of budgets or supersede University policies without prior approval. Requires contact with department and University faculty, staff, students, parents, vendors, and the general public.

Qualifications
• Must possess a bachelor’s degree.
• Acceptance into the Sports Administration or Exercise Science master’s program at Georgia State University, pursuing a degree in a related field.
• 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.
• Sports rules knowledge and officiating experience is a plus.
• Proficiency in Microsoft Office & IMLeagues.
• Certification for Adult CPR/AED/First Aid or ability to obtain within the first month.
• Valid driver license needed, as some departmental vehicle use may occur.

For questions about the position, please contact Alyssa O'Keefe at aokeefe@emory.edu.