



## WESTERN KENTUCKY UNIVERSITY

### GRADUATE ASSISTANTSHIP: Competitive Sports (1 Position)

The Competitive Sports Graduate Assistant is responsible for assisting the Assistant Director of Programs in developing and organizing comprehensive intramural sports and sport clubs programs that serves a diverse university community of 21,000 students, faculty, and staff. This includes the evaluation, supervision, and marketing of the program as well as assisting in the planning of annual special events.

#### **Responsibilities include but are not limited to:**

- Responsible for the direct supervision of student employees.
- Responsible for recruitment of student staff for the intramural and sport club programs.
- Prepare the student payroll to be processed by the department's payroll liaison.
- Assist in overseeing the planning of intramural events such as leagues, mini-leagues, and tournaments.
- Assist the Assistant Director of Programs with overseeing all sport clubs
- Maintain and update the intramural and sport club websites.
- Assist in coordinating the logistics of the daily operations within the intramural and sport club programs.
- Participate in the revision of the intramural and sport club policies and procedures, as well as the schedule for each academic year.
- Assist in overseeing the training agendas and/or sessions for the student sports officials.
- Conduct performance evaluations/interviews with the student staff.
- Maintain up-to-date employee files for each member of the student staff.
- Assist with individual club budgets.
- Contribute to the development of procedures to ensure the safety of participants and employees during intramural and sport club events.
- Adhere to daily office hours.
- Assist in upkeep and managing student staff for Intramural Sports Complex.
- Assist full-time staff in presentation of various in-service programs.
- Serve as professional staff (rotating weekends) on duty for overall management and supervision of all staff, programs, and recreational sports facilities to include opening and closing facility and managing customer-related situations and emergencies.
- Collaborate with other departments on campus.
- Assist with departmental special events.
- Teach CPR/AED/First Aid courses (Instructor certification provided if needed).
- Performing other duties as assigned.

### **Graduate School Requirements:**

- Bachelor's Degree from an accredited four year institution.
- Graduate admission requirements vary by program.
- Must be enrolled on a full-time basis (minimum 6 hours per semester) to receive graduate assistantship, stipend, and tuition waivers.

### **Stipend and Tuition:**

- \$9,500 Stipend (August – May)
- Out of State Tuition Waived
- Tuition Waiver (6 hours during the fall and spring semesters)
- Health Insurance (if needed)
- \$1,000 professional development (upon request and approval)
- Summer employment available

**Graduate Assistant training begins August 3, 2020.**

### **Commitment:**

- 2 Year Appointment

**Eligible candidates must be available to begin work no later than August 3, 2020.**

**To apply, send a cover letter, resume, and two professional letters of recommendations to:**

Jerrell Kelly  
Assistant Director, Programs  
Campus Recreation & Wellness  
Western Kentucky University  
Preston Health & Activities Center  
1906 College Heights Blvd. #11097  
Bowling Green, KY 42101-1097

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