

Graduate Assistant for Sport Clubs

RecSports Department

The University of Tennessee, Knoxville

Position Duration: July 2020-June 2021, "at will" position, renewable with option for 2nd year

Number of Work Hours per Week: 50% time, minimum 20 hours per week

Stipend: \$1,325.00/month, \$15,900.00/year - tuition waiver provided (in or out of state), plus Student Health Insurance.

Summary:

The Recreational Sports Department provides opportunities for the social and physical development of students through: aquatics, facilities operations, fitness, informal recreation, intramurals, outdoor recreation, and sport clubs. The graduate assistant for sport clubs assists the sport clubs & marketing program coordinator in developing and administering programs and resources that promote student development, positive co-curricular experiences, and positive representation of the university through the clubs. This position requires evening and weekend work.

Program Area Responsibilities:

- Assist Program Coordinator with coordination/operation of approximately 37 sport clubs.
- Assist in recruiting, hiring, training, supervising, scheduling, and evaluating student staff.
- Assist in overseeing the sport club activity schedule and events on a weekly basis including club travel and coverage of home events.
- Assist in reviewing and updating current Sport Clubs materials and policy guidelines to maintain awareness of current issues, such as risk management techniques.
- Assist with the management of all club and program resources, including facilities and field maintenance.
- Ensure that accurate statistics and reports are maintained - payroll, accident reports, participation and assessment data.
- Assist in monitoring the program budget, as well as the individual sport clubs' budgets.
- Assist in developing and providing training programs to enhance the developmental impact of Sport Clubs involvement.
- Serve as the chair of the Sport Clubs Council
- Assist in advising clubs and club officers on all aspects of club administration, stressing accountability, communication, stewardship, and sportsmanship.
- Assist Program Coordinator with marketing and promotional strategies for the RecSports Department overall

Department Specific Responsibilities:

- Assist in planning, coordinating, and supervising programs, activities and special events in RecSports facilities.
- Supervisory responsibilities include regular daily office hours; RecSports facilities on a rotational basis that includes evenings, weekends, and on-call responsibilities.
- Enforce facility policies and procedures consistently to all participants.
- Ensure adherence to departmental safety/risk management procedures.
- Drive UT vehicles upon supervisor's request.
- Serve as an instructor of First Aid/CPR/AED for student staff training – required to teach a minimum of one class per semester (training will be provided).
- Work on special projects to help improve the department in serving the university better and help generate and maintain statistical reports.
- Perform other duties as assigned by any member of the RecSports professional staff.

Qualifications:

Bachelor's degree in Recreation, Physical Education, Sport Management or a related field with a minimum 3.0 grade point average; experience in the administration of recreational sports programs; and/or experience in student organization administration and leadership development; experience overseeing budgets or finances preferred; demonstrated organizational, management, and leadership skills; strong interpersonal and communication skills are essential as is the ability to work independently; must have a valid driver's license; Certifications: CPR-First Aid-AED, NIRSA member preferred. Desire to enter the recreation or athletic/recreation field preferred. Candidate must qualify for full graduate student status and be accepted/enrolled into The University of Tennessee Graduate School before assistantship begins.

To Apply:

To assure full consideration, a letter of interest summarizing qualifications and relevant experience; resume; official copy of undergraduate transcript; and names, emails, and phone numbers of three references should be submitted to Michael Corder, Sport Clubs Coordinator, 2111 Volunteer Blvd, Knoxville, TN 37996 or submitted via email to mcorder@utk.edu.

Application review: The application review process will begin January 31st, 2020.

Application deadline: Applications will be accepted until the position is filled.

All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), the ADA (disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

Revised 11/19/19