

Graduate Assistant for Facilities
RecSports Department
The University of Tennessee, Knoxville

Position Duration: July 2021-June 2022, "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 Facilities will assist the Informal Recreation Coordinator and provide administrative support and supervision of the recreational sports facilities and programs for students, faculty and staff.

Program Area Responsibilities:

- Assist Informal Recreation Coordinator in promoting, supervising, and evaluating the RecSports facilities, Informal Programs, and related operations.
- Assist in recruiting, hiring, training, supervising, promoting, and evaluating student employees.
- Assist in maintaining accurate fiscal and student payroll records.
- Assist in the collection, analysis, and review of participation statistics, accident reports, and assessment research.
- Assist in inventory control and maintenance of equipment for all RecSports facilities.
- Assist in the purchasing and inventory of checkout equipment and staff uniforms.
- Assist with updating facility area policies and procedures and review of National Standards on a yearly basis.

Department Specific Responsibilities:

- Assist in planning, coordinating, and supervising programs, activities, and special events in RecSports facilities.
- Serve on a host of departmental planning committees.
- Supervisory responsibilities include regular daily office hours.
- Enforce RecSports policies and procedures consistently to all participants.
- Ensure adherence to departmental safety/risk management procedures.
- Drive UT vehicles upon supervisor's request.
- 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 Kailyn Jennings, Informal Recreation Coordinator, 2111 Volunteer Blvd, Knoxville, TN 37996 or kjenni16@utk.edu.

Application review: The application review process will begin Monday, January 11, 2021

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

Applications Submitted via BlueFishJobs.com will not be accepted.

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 11/16/2020 kj