Graduate Assistant for Intramural Sports
Recreational Sports Department
The University of Tennessee, Knoxville

Position Duration: July 2022-June 2023, "at will" position, renewable with option for 2nd year

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

Stipend: $1,500/month, $18,000/year - tuition waiver provided (in or out of state), plus Student Health Insurance.

Summary:

The Recreational Sports Department provides and delivers recreational experiences that enhance the growth & well-being of our students and community through programs, facilities, services, and employment. The graduate assistant for intramural sports will work closely with the program coordinator of intramural sports in administering, training, evaluating and supervising intramural sports programming for students, faculty and staff. This position requires evening and weekend work.

Program Area Responsibilities:

- Assist with the development, direction and evaluation/assessment of a diverse intramural sports program, including refining rules and procedures for each activity.
- Assist in recruiting, hiring, training, supervising, and evaluating all staff including student supervisors, officials and support staff.
- Assist in maintaining accurate fiscal, payroll, accident and participation records.
- Assist in the purchasing, inventory, distribution and maintenance of equipment for each sport activity.
- Assist in organizing, planning, coordinating and supervising each sport activity.
- Assist with the official's training program; conducting sports clinics, evaluating officials, providing individual feedback, training documentation and development of in-service training sessions for each sport.
- Coordinate entry procedures, league schedules and playoff scheduling.
- Conduct yearly review of national trends and programmatic research affecting sport rules and participation.
- Assist in program marketing, promotion, and assessment.

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 facility 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.
- Be an engaged staff member of the Division of Student Life
- 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 an intramural sport program in a university recreation setting; demonstrated management and organizational skills; strong interpersonal and communication skills are essential as is the ability to work independently; must have a valid driver's license; Certification: First Aid/CPR/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 in 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 Mario Riles, Assistant Director – Intramurals/Sport Clubs, 2111 Volunteer Blvd, Knoxville, TN 37996 or mriles@utk.edu.

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

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Revised 11/12/21 jj