

# Graduate Assistant for Student Staff Development and Promotion RecSports Department The University of Tennessee, Knoxville

Position Duration: July 2022-June 2023, “at will” position, renewable with option for 2<sup>nd</sup> year

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

Stipend: \$1,500.00/month, \$18,000.00/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 student staff development and promotions assists the assistant director of aquatics, outdoors, and staff development in developing and administering training, development, and recognition programs that promote learning and education to all students employed with RecSports. Additionally, the position is responsible for managing all departmental promotional efforts and working closely with the Division of Student Life Communications team.

## **Program Area Responsibilities:**

- Assist the Assistant Director of Aquatics, Outdoors, and Staff Development with the coordination of all trainings made mandatory for all RecSports employees by the University of Tennessee, including, but not limited to, CSA Training, Child Protection Training, and Credit Card/POS Training.
- Assist with coordinating and staffing all promotional marketing events including, but not limited to, various departmental presentations, promotional fairs, and promoting RecSports programs throughout campus.
- Directly responsible for hiring, training, and supervising RecSports promotional student staff.
- Assist in coordinating the RecSports All-Staff Training.
- Assist in coordinating the RecSports Leadership Workshop.
- Responsible for facilitating RecSports New Employee Orientation.
- Assist with the coordination of Student Appreciation Events, including, but not limited to the Winter Appreciation Day, RecSPYS, and the Employee of the Month program.
- Assist with facilitating the Graduate Assistant Orientation.
- Compose a monthly newsletter containing highlights of the RecSports Department and various programs.
- Assist in managing the Student Staff Development and the Promotions budgets

## **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/Sport Management, Educational Leadership, Human Resources, Communications, or a related field with a minimum 3.0 grade point average; experience in the administration of programs; 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 in 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 (acceptance prior to applying is preferred).**

**To Apply:**

To assure full consideration, a letter of interest summarizing qualifications and relevant experience; resume; unofficial copy of undergraduate transcript; and names, emails, and phone numbers of three references should be submitted to Jon Janis, Assistant Director, 2111 Volunteer Blvd, Knoxville, TN 37996 or via email at [jjanis@utk.edu](mailto:jjanis@utk.edu) (preferred).

**Application review: Process will begin February 1, 2022.**

**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 11/10/21*