

# Graduate Assistant for Informal Recreation

## RecSports Department

### The University of Tennessee, Knoxville

**Position Duration:** One assistantship available, beginning in June/July 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/month, \$18,000/year - tuition waiver provided (in or out of state), plus Student Health Insurance and student fee waiver.

#### **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 Informal Recreation 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:**

- Promoting, supervising, and evaluating the RecSports facilities, Informal Programs, and related operations.
- Recruiting, hiring, training, supervising, promoting, and evaluating student employees.
- Maintaining accurate fiscal and student payroll records.
- Collection, analysis, and review of participation statistics, accident reports, and assessment research.
- Inventory control and maintenance of equipment for all RecSports facilities.
- Purchasing and inventory of checkout equipment and staff uniforms.
- 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.
- 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:**

All candidates must have a bachelor’s degree 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. **Candidate must qualify for full graduate student status and be accepted/enrolled in the University of Tennessee Graduate School before assistantship begins.**

The University of Tennessee, Knoxville, in its efforts to ensure a welcoming environment for all persons, does not discriminate on the basis of sexual orientation in its campus-based programs, services, and activities. Inquiries and complaints should be directed to the Office of Equity and Diversity.

## 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 Leah Pendarvis, Informal Recreation Coordinator: [pendarvis@utk.edu](mailto:pendarvis@utk.edu)

**Application deadline:** Applications will be accepted until the position is filled. The application review process will begin **Monday, January 16, 2023.**

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 10/19/2022 LP*