

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

Position Duration: July 2024 - June 2025, “at will” position, renewable with option for 2nd year

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

Stipend: \$2,155/month, \$25,868/year - tuition and student fee waiver provided (in or out of state), plus Student Health Insurance.

Summary:

The RecSports Department provides & engages our students & community with holistic recreational experiences that cultivate wellness and the Volunteer Spirit through programs, facilities, services, & 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 (cover letter); resume; official copy of undergraduate transcript (unofficial or official); and names, emails, and phone numbers of three references should be submitted to Carlos Diaz, Intramural Sports Coordinator, via email to cdiaz@utk.edu or submitted to 2111 Volunteer Blvd, Knoxville, TN 37996.

Application:

Applications will be accepted until the position is filled. Application review will begin Monday, December 11th.

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 10/31/23 JCD