

Graduate Assistant for Sport Clubs
RecSports 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 sport clubs assists the sport clubs program coordinator in developing and administering programs and resources that promote student development, positive co-curricular experiences, and positive representation of the university through the clubs. This position requires evening and weekend work.

Program Area Responsibilities:

- Assist Program Coordinator with coordination/operation of approximately 42 sport clubs.
- Assist in recruiting, hiring, training, supervising, scheduling, and evaluating student staff.
- Assist in overseeing the sport club activity schedule and events on a weekly basis including club travel and coverage of home events.
- Assist in reviewing and updating current Sport Clubs materials and policy guidelines to maintain awareness of current issues, such as risk management techniques.
- Assist with the management of all club and program resources, including facilities and field maintenance.
- Ensure that accurate statistics and reports are maintained - payroll, accident reports, participation and assessment data.
- Assist in monitoring the program budget, as well as the individual sport clubs’ budgets.
- Assist in developing and providing training programs to enhance the developmental impact of Sport Clubs involvement.
- Serve as the chair of the Sport Clubs Council
- Assist in advising clubs and club officers on all aspects of club administration, stressing accountability, communication, stewardship, and sportsmanship.

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 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; copy of undergraduate transcript (unofficial or official); and names, emails, and phone numbers of three references should be submitted to Michael Corder, Sport Clubs Coordinator via email to mcorder@utk.edu or submitted to 2111 Volunteer Blvd, Knoxville, TN 37996.

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 11/1/23 JJ