

## ANNOUNCEMENT OF VACANCY

**POSITION:** Graduate Assistant of Recreational Sports for Intramural Sports; 9-month position; reports to the Assistant Director of Recreational Sports for Intramural Sports and Sport Clubs; starting date is August 19, 2019.

**RELATION TO EDUCATIONAL PROGRAM:** this graduate assistantship will provide the candidate with a multitude of relatable administrative and personnel management skills, including but not limited to, conflict management; sharing constructive feedback with others; evaluating student employee performance; communicating with fellow employees, student employees, and participants; recruiting, hiring, scheduling, training, and supervising staff; event and facility management; financial management and budget planning; and program evaluation and assessment. All of the aforementioned skills are transferable to the candidate's educational success, and are especially valuable for an individual seeking a career in the field of Campus Recreation.

### QUALIFICATIONS:

- **REQUIRED:** acceptance into SUNY Cortland graduate program in Recreation Management, Kinesiology, Physical Education, Higher Education, Sports Management, Health, Economics, or related field; completed Application Form (access the form at <http://www.cortland.edu>, click on Academics, and click on Assistantships); current resume; Bachelor's Degree; CPR/First Aid/AED certification; and two letters of recommendation, with at least one coming from a person familiar with applicant's ability to do graduate work.
- **DESIRED:** prior work experience in an Intramural Sports Program; education or experience in Recreation, Physical Education, Sport Management or related field; experience hiring, training, scheduling, supervising, and evaluating student employees; officiating experience; and an interest in pursuing a career in Campus Recreation.

**RESPONSIBILITIES:** assist the Assistant Director of Recreational Sports for Intramural Sports and Sport Clubs with all aspects of the daily operations of the Intramural Sports Program, including but not limited to: assist with scheduling all Intramural Sports activities and maintain records of league standings and participation rates; assist with interviewing, hiring, training, scheduling, supervising and evaluating student sport supervisors, officials and statisticians; nights and weekends required; assist with conducting captains meetings for Intramural Sports leagues; assist with managing/tracking weekly expenses (salaries for Intramural staff); assist with revising the Intramural Sports Employee's Manual and Policies and Procedures Manual; maintain a current inventory of all intramural equipment and make recommendations for purchase of new equipment; provide award T-shirts for all Intramural Sports champions; assist with promoting and marketing all Intramural Sports and Special Events; assist with administering surveys to participants for all events; assist with tracking and reporting participation statistics and preparing/submitting an annual report; and oversee all aspects of the Recreational Sports Special Events Program,

including the processing of entry forms and making arrangements for food, officials, equipment and facilities, and onsite supervision.

**SALARY:** stipend of \$7,360 per year plus tuition waiver for up to 6 credit hours of graduate work per semester.

**APPLICATION:** completed application, with letters of recommendation and resume, must be sent to the Graduate Admissions Office, 106 Miller Building, SUNY Cortland, Cortland, NY 13045, or to [graduate.admissions@cortland.edu](mailto:graduate.admissions@cortland.edu). Review of applications will begin immediately, however, applications will be accepted until the position is filled.

**SUNY Cortland is an AA/EEO/ADA Employer**