

ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant of Recreational Sports for Intramural Sports & Sport Clubs; 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, click on Assistantships); current resume; Bachelor's Degree; current CPR/First Aid/AED certification; and two letters of recommendation, with at least one coming from a person familiar with the applicant's ability to do graduate work.
- **DESIRED:** Prior experience working for and/or managing a Sport Club program, an Intramural Sports program, or both; prior officiating experience; prior experience supervising/training student employees; ability to work well with students, faculty, and staff; and an interest in pursuing a career in Campus Recreation.

RESPONSIBILITIES: the successful candidate will assist the Assistant Director of Recreational Sports for Intramural Sports and Sport Clubs with all aspects of the Intramural Sports and Sport Club Programs, including but not limited to supervision of intramural sports contests and events (the majority are during evening hours); training and supervising intramural sports student staff; management of intramural staff assessment system, which includes documentation of employee performance and consultation with employees to share feedback; some nights and weekends required; organizing intramural staff development activities; recruitment and hiring of intramural sports employees; marketing and advertising events for both programs; assisting with occasional coverage of sport club activities and/or contests on campus and occasionally attending/supervising off-campus club events as assigned by the Assistant Director; auditing all Sport Clubs to ensure compliance with written policies and procedures; attending weekly Recreational Sports Department staff meetings; and assisting with various Recreational Sports special events.

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

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

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