

## ANNOUNCEMENT OF VACANCY

**POSITION:** Graduate Assistant of Recreational Sports for 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; current CPR/First Aid/AED certification; completed Application Form (access the form at <http://www.cortland.edu>, click on Academics, and click on Assistantships); current resume; Bachelor's Degree; and two letters of recommendation, with at least one coming from a person familiar with applicant's ability to do graduate work.
- **DESIRED:** Experience in budgeting/accounting; prior participation in and/or management of a Sport Club Program; ability to work well with students, faculty, and staff; 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 planning, organizing, and overseeing the Sport Club Advisory Board; keep accurate records of all required paperwork for all clubs and see that the paperwork timeline is strictly adhered to; assist with sport club accounting; assist with ordering equipment and maintaining an accurate equipment inventory for all clubs; assist in scheduling sport clubs contests and special events; publicize all sport club activities and/or contests on campus; supervise all Sport Club student supervisors; occasionally supervise sport club activities and/or contests on campus and occasionally attend/supervise off-campus club events as assigned by the Assistant Director; some nights and weekends required; assist with the supervision of all sport club fund raising endeavors; attend weekly Recreational Sports Department staff meetings; assist with various Recreational Sports special events; and assist in maintaining the sport club web site.

**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, 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.

