



Department of  
Student Affairs

# Graduate Assistant for Club Sports

2024-2025 Position Description

## Program Summary

The Recreational Sports program encompasses Club Sports, Intramural Sports, Inclusive Recreation, and Adaptive Recreation, as well as, the oversight of the sports facility and equipment purchase and maintenance.

## Program Goals

- Recreational Sports seeks to create an inclusive environment that ensures every participant has a positive and successful experience.
- Recreational Sports seeks to educate participants to broaden their knowledge and increase their awareness about positive health behaviors.
- Recreational Sports assesses participants' sports and recreational needs and provides appropriate activities and services.
- Recreational Sports seeks to offer programs and services that reflect current intramural and club sport industry trends.
- Recreational Sports provides professional development opportunities for staff and participants, to provide the highest quality of service possible.

## Graduate Assistant Expectations

### Duties and Responsibilities

In collaboration with the Associate Director of Campus Recreation and the Manager of Recreational Sports, the Club Sports Graduate Assistant (GA) will assist with the development, delivery, and management of these four program areas. The Club Sports GA will be primarily responsible for the management of the Club Sports program, including staff management and program development. The GA will also be required to create and implement one large-scale program or special event each semester, as well as, assist the Associate Director and/or Manager of Rec Sports with all other events, programs, and services offered by the Recreational Sports program.

The main responsibility of the Club Sports Graduate Assistant position is to provide supervision, leadership and direction to the Club Sports program while assisting in all other areas. This is accomplished by the following expectations:

### ***Program Management - (40%)***

- Assist with the overall management, policy enforcement and supervision of the Club Sports and Intramural Sports programs
- Evaluate and monitor the risk management plan for the programs
- Oversee the inventory, repair, maintenance and replacement plan of sports equipment and apparel
- Assist with the Club Sports budget management including expense proposals and team allocations
- Assist in the development and implementation of program assessment and strategic planning



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- Develop, update, and maintain program data and information including: registration process, program forms/reports, score sheets, sportsmanship ratings, participant eligibility event summaries, travel arrangements, program statistics, league, and all-campus standings
- Assist in promoting and recruiting Club Sports members
- Prepare activity sites and visually inspect the playing area to ensure a safe environment prior to, during, and at the end of the activity
- Monitor defaults, forfeits, sportsmanship, and rankings throughout the seasons
- Create itineraries and track the travel requirements and process for all Club Sports teams
- Assist in the management of sports injuries and concussion protocol procedures
- Collaborate with Special Olympics to provide unified and adaptive recreation programming on-campus
- Assist in scheduling student staff using the web-based software When2Work
- Assist in scheduling and reserving Club Sports on-campus space and events using 25Live
- Assist with Intramural and Club Sports registrations, rosters, travel requests, waivers and reports using Fusion
- Maintain daily office hours and scheduled nightly and/or weekend supervision/assessment hours
- Attend club practices periodically and engage with team members

***Student Staff Management and Development - (25%)***

- Assist in the recruitment, hiring, training, scheduling, motivating, evaluation, and development of student staff
- Oversee the implementation of consistent diversity, equity and inclusion education in staff meetings and continued trainings
- Assist and facilitate risk management trainings and continued learning in the form of scenario audits
- Contribute positively to student staff, sports officials' and team officers' development and clinic/training programs
- Assist club teams with fundraising opportunities, including but not limited to 50/50 raffles provided by Kroenke Sports Charities
- Hold a role on the Campus Recreation Student Employee Board, contributing to student development, special events and provide student centered advancements in Campus Recreation and programming
- Oversee special events such as the Homecoming 5k and other revenue generating recreation events
- Oversee Club Sports participation fees and payments
- Utilize Canvas for continued education, communication, certifications, testing and required trainings

***Event Management and Campus Outreach - (20%)***

- Serve as an on-site resource at events including policy enforcement, risk management, staff evaluations and sportsmanship enforcement
- Assist the Club Sports athletic trainer with injuries and risk management
- Aid in the marketing of the program and maintain correct information on the website and social media outlets
- Attend programs and extramural events and serve as a positive role model and resource for staff and participants



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- Act as a customer service representative for all participants and spectators during Club Sports events  
***Administration and Department Responsibilities - (15%)***
- Obtain CPR, First Aid, AED Instructor Certification during the first year and help instruct certification classes offered by the department
- Assist with On-Call responsibilities, especially in the evenings and on weekends
- Serve on committees both within the Department of Campus Recreation and across campus. Develop and foster relationships with other campus departments, student organizations, and community partners
- Participate in departmental responsibilities for marketing, outreach, events and staff development, such as, but not limited to: event planning and management (RecFest), New Student Orientation presentations, promotional events (University Bizarre), and student employee development (trainings) and recognition (banquet)
- Assist in the continued university and department effort to provide a welcoming environment and equitable approaches to policy and practice for the campus community through inclusive facilities, programs, services and staff
- Other duties as assigned, and as outlined in the department 'Graduate Assistant Expectations' Agreement

***Professionalism & Role Modeling***

- Campus Recreation Staff are expected to uphold policies outlined in the Housing & Residential Education Handbook, Student Rights and Responsibilities Code of Conduct, and/or Federal and State laws.
- All staff members should carry themselves in a professional manner when interacting with supervisors, peers, campus partners, community members and students.
- Model leadership, training, and supervision of staff, as well as create programming, with tenets of Diversity, Equity, and Inclusion at the core.
- Maintain an effective working relationship with all people in working environment and UNC community.
- Demonstrate good written, listening, and oral communication skills.
- Demonstrate quality decision making and evaluative skills.

**Hours & Availability:**

The Graduate Assistant is expected to spend their 18 work hours in person. This position requires flexibility in the scheduling of hours, often involving early morning, evening, or weekend work, such as: teaching group fitness classes, personal training, and client assessments, hiring and on-boarding new staff, as well as, attending and/or leading staff meetings and trainings.

**Physical Demands:**

This position requires the Graduate Assistant to possess the physical strength and endurance required to conduct the following activities: training officials, instructing participants on rules, setting up for games and special events, and assisting with the maintenance and upkeep of the playing and storage areas.



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*Additional expectations related to academic course load and outside employment are outlined in the [Graduate Assistant Handbook](#).*

## Qualifications and Additional Requirements:

### Minimum Qualifications:

- This position is remunerated with graduate, in-state tuition for up to 9 credit hours per semester.
- This position has a minimum GPA requirement of 3.0.
- The individual occupying this role should maintain good standing, both academically and conduct-wise, with their respective graduate program and the university overall.
- Bachelor's degree and full-time enrollment in a University of Northern Colorado graduate degree program
- 1-3 years' experience in club or intramural sports programming
- Demonstrate a professional commitment to diversity, equity, inclusion, and social justice.
- Demonstrate ability to be attentive and provide detailed descriptions.
- Ability to work independently, as well as in a team environment.
- Ability to create and maintain professional, creative, and flexible work environments.
- Ability to effectively manage multiple, competing priorities.
- Previous leadership experience
- Some event planning experience
- Experience with or deep knowledge around supervising students and/or student organizations
- High degree of organization and strong administrative & communication skills
- Experience with Microsoft Office, Outlook, and Qualtrics

### Preferred Qualifications:

- Bachelor's Degree in Physical Education, Sport Management, or related field.
- Availability to start work in the summer of 2024.
- Experience in officiating or coaching sports.
- CPR, First Aid, AED Certifications. Must obtain certification within 1 month of employment.

### Additional Requirements:

- This position requires an individual to have an active driver's license by July 1, 2024. In addition, the individual must pass a driving record check to register use of University vehicle(s).
- By applying, applicants consent to a conduct check completed by Student Conduct & Accountability.

### Training Commitments:

- Attend the annual Division of Student Affairs & Enrollment Services graduate assistant training day, or equivalent
- Complete annual training in Title IX (harassment identification/prevention), resources to assist distressed students, FERPA, and other training offered by the supervisor
- Additional on the job training will be outlined by supervisor upon start of position



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## Compensation:

Master's Degree Graduate Assistants will receive a stipend of \$12,913 over a 10-month period in addition to in-state tuition and fees. Graduate students classified as out-of-state will be responsible for covering the difference in tuition and fees. The tuition waiver covers up to 9 graduate-level credits per semester.

## Contract Period for Position:

This Graduate Assistantship is a full-time, PhD level, academic year contract. The contracted period is August 15, 2024 – May 15, 2025. The full-time assistantship is appointed for 18 hours per week during the contracted period. The contract period includes all pre-service and in-service training. The schedule of a student in academic year contract follows the UNC calendar, which includes the expectation to work during spring, fall, and winter breaks. Graduate Assistants receive sick leave, as outlined in the [Paid Sick Leave Policy](#).

## Employment Outcomes:

In this position you gain a wide range of career readiness skills recognized by *the National Association of Colleges and Employers* (NACE). As a result, of performing the job responsibilities of the Fitness and Wellness Graduate Assistant position students will increase their knowledge, skills and abilities in the following highly employable areas:

- **Critically Think/ Problem Solving** – Executing sound reasoning while analyzing issues, making decisions and overcoming obstacles.
- **Oral/Written Communication** – Expressing thoughts/ideas in a clear and effective manner both in-person and in written form.
- **Teamwork/ Collaboration** – Building strong collaborative relationships with peers and university/community partners; while demonstrating working through healthy conflict management.
- **Leadership** – Leveraging the strengths of others to achieve a common goal, managing emotions, using empathy to guide and motivate others while organizing, prioritizing and delegating workloads.
- **Professionalism/ Work Ethic** – Demonstrating personal accountability, effective work habits, integrity/ethical behavior, acting with the interests of the larger community in mind and can learn from mistakes.
- **Equity and Inclusion** – Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, abilities and religions. Demonstrating, inclusiveness and the ability to interact respectfully with all people and gain an appreciation of individuals' differences.
- **Digital Technology** – Integrating existing technologies ethically/effectively to problem solve, complete tasks and accomplish goals while demonstrating adaptability to new and emerging technologies.
- **Career Management** – Identifying and communicating one's skills, strength, knowledge, experiences and areas of professional growth relevant to desired career goals. Able to navigate and explore job options, career next step opportunities and self-advocate for those opportunities in the workplace.

## Student Affairs Mission

*We believe that every student has a right to full and equal participation in the university community. We identify and collaboratively eliminate institutional barriers to success and cultivate a student-centered co-curricular experience. We intentionally educate our students on self-awareness, well-being, equity, career readiness, and interpersonal engagement. We seek to understand who our students are and who they want to become. We shape supportive environments for students to grow and belong as they navigate higher education and beyond.*



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## Campus Recreation Mission

*Campus Recreation is a student fee funded department that provides an inclusive environment for students to develop healthy behaviors and personal skills. We provide various active experiential learning opportunities within the department programs of Competitive Sports, Fitness & Wellness, Aquatics, Outdoor Pursuits, and Informal Recreation. Through Campus Recreation programs and employment, students will experience personal growth through critical thought and ethical principles; teamwork and civil engagement; diverse cultural perspectives; development of transferable skills; and the cultivation of healthy practices. Our values of inclusivity, collaboration, equity, diversity, well-being, and personal growth are at the core of our programming and staff development. We proudly strive to build a community and culture that is centered on these values.*

## To Apply

Please submit a résumé or curriculum vitae (including three professional references – name, title, relationship description and length, phone number, and email address), cover letter, and copy of any current certifications to John Stephens, Associate Director of Campus Recreation, at [john.stephens@unco.edu](mailto:john.stephens@unco.edu).

## Application Deadline

The application deadline for this position is Friday, July 5, 2024 at 5:00pm

## For More Information, Please Contact

John Stephens

[john.stephens@unco.edu](mailto:john.stephens@unco.edu)

970-351-1996