GRADUATE ASSISTANT POSITION DESCRIPTION
2022-2023

POSITION TITLE: Graduate Assistant, Campus Recreation Competitive Sports (Master’s level)

SUPERVISOR TITLE: Coordinator of Competitive Sports

AREA: Campus Recreation’s Competitive Sports program is comprised of Club and Intramural Sports. Club Sports provide opportunities to participate in competitive and recreational sports and also learn valuable life skills in organization, communication and leadership. Club Sports have been established to promote and develop the interests and skills of their members in a particular sport or recreational activity. Intramural Sports offer participants the opportunity play organized sports in a recreational but competitive atmosphere, learn new sports skills, and have fun with fellow friends and students. The Intramural Sports program offers a wide variety of team sports, team and individual tournaments, and special events.

POSITION EXPECTATIONS: The main responsibility of the Graduate Assistant of Competitive Sports position is to provide assistance in the form competitive sports program. This is accomplished by the following expectations. The Graduate Assistant will report directly to the Assistant Director of Competitive Sports & Coordinator of Competitive Sports. The Competitive Sports GA will be responsible for implementing policies and procedures, which contribute to the supervision, operation, and advancement of both the Club Sports and Intramural Sports Programs. The GA will oversee the daily operation of sports activities, special events, registrations, assess programs, plan, and lead various captain/referee/officer trainings and assist in risk management. The GA will also assist in the facility supervision within includes West Campus Fields, Jackson Field, Doubenmier Fields, and the Campus Recreation Center. Participating as an active team member to the UNC Campus recreation Center Staff will be the expectation of the Graduate Assistant

Program & Risk Management – (40) %
- Assist with the overall management, policy enforcement and supervision of the Competitive Sports programs
- Evaluate and monitor the risk management plan for the programs
- Oversee the inventory, repair, maintenance and replacement plan and sports equipment and apparel
- Assist with the Competitive Sports budget management including expense proposals and team allocations
- Assist in the development and implementation of program assessment and strategic planning
- 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 Competitive 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 programing on-campus, as part of the Campus Recreation 360 initiative
- Assist in scheduling student staff using the web-based software When 2 Work
- Assist in scheduling and reserving competitive sports on-campus space and events using 25Live
- Assist with intramural and club sports registrations, rosters, travel requests, waivers and reports using DSE
- Maintain daily office hours and scheduled nightly and/or weekend supervision/assessment hours

Student Development & Revenue Generation – (25) %
- Assist 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 Charites
- 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 programing
- Oversee special events such as the Homecoming 5k and other revenue generating recreation events
- Oversee competitive sports participation fees and payments
- Utilize Canvas for continued education, communication, certifications, testing and required trainings
**Event Management and Marketing – (20) %**

- Serve as an on-site resource at events including policy enforcement, risk management, staff evaluations and sportsmanship enforcement
- Assist the Competitive 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
- Assist with the marketing of club photos.
- Act as a customer service representative for all participants and spectators during competitive sports events
- Serve as lead contact for Club Hockey operations

**Administration and Department Collaboration – percentage of work time – (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)
- Serve on the department marketing committee to assist with program and department promotions, advertising, and engagement.
- 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 AND 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 suitably carry themselves 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 the working environment and UNC community.
- Demonstrate good written, listening, and oral communication skills.
- Demonstrate quality decision-making and evaluative skills.

**MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:**

- This position is remunerated with graduate, in-state tuition for up to 9 credit hours per semester.
- 1-3 years’ experience in Club or Intramural Sports programming
- 3.0 GPA and acceptance into a graduate program at the University of Northern Colorado
- 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 Recreation, Physical Education, Sports Management
- Knowledge about Do Sports Easy Software
- Sports Officiating Experience
- American Red Cross First Aid/CPR/AED certification
- Facility in navigating social media platforms (Facebook, Instagram, Twitter, Snapchat)

**TRAINING COMMITMENTS:**

- Mandatory training is held before the start of both the fall and spring semesters. Training is held on the weekdays or weekends before the first day of the corresponding semester.
COMPENSATION:
- This position is remunerated with graduate, in-state tuition for up to 9 credit hours per semester. Additionally, there is a monthly stipend for eighteen (18) hours per week that begins on August 15. Graduate students classified as out-of-state will be responsible for covering the difference in tuition and fees.

CONTRACT PERIOD FOR POSITION:
The Graduate Assistant of Competitive Sports position is for a nine-month period. The contract is for one full academic year (consecutive Fall and Spring semesters). The contract period includes all pre-service and in-service training.

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 Graduate Assistant of Competitive Sports 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 clearly and effectively 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/defeaectively 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.

LEARNING OUTCOMES: As a result of successful completion of the Competitive Sports assistantship, the graduate assistant will be able to:
- Demonstrate advising and helping skills related to analyzing group dynamics, facilitating group decision-making and goal setting, manage conflict, appropriately mentor students and student staff and exhibit strong active listening skills.
- Identify systematic barriers to equity and inclusiveness to advocate for and implement means of addressing obstacles.
- Explain how one’s professional practice aligns with both one’s personal code of ethics and ethical statements in the field of Higher Education.
- Model and exercise appropriate and effective techniques for supervising student staff related to issues of morale, behavioral expectations, conflict resolution, and performance issues.
- Apply advanced leadership skills about motivating, influencing, inspiring and empowering others to contribute to the effectiveness and success of an organization.
- Effectively utilize skills learned to navigate multiple levels of conflict.

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) and cover letter detailing interest in the position to Malik Osborne, Assistant Director of Competitive Sports, at malik.osborne@unco.edu.

APPLICATION DEADLINE: The application deadline for this position is Friday, April 15th at 5:00pm.

FOR MORE INFORMATION, PLEASE CONTACT:
Malik Osborne
970-351-4252
malik.osborne@unco.edu