



COMPETITIVE SPORTS GRADUATE ASSISTANT POSITION DESCRIPTION 2021-2022

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.

POSITION EXPECTATIONS: The main responsibility of the Graduate Assistant of Competitive Sports position is to provide assistance in the form of Competitive Sports programming. This is accomplished by the following expectations. The Graduate Assistant will report directly to the Assistant Director of Competitive Sports Coordinator & Intramural Sports Coordinator. The Competitive Sports GA will be responsible for implementing equitable and inclusive 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 equitable and inclusive.

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 of 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 events summaries, travel arrangements, program statistics, league, and all-campus standings
- Assist in promoting and recruiting Competitive Sports student team 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 and prevention of sports injuries; including staff audits and concussion protocol procedures
- Collaborate with Special Olympics to provide unified and adaptive recreation programming 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 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 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, sportsmanship enforcement, spectator behavior and customer service.
- 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
- Act as a customer service representative for all participants and spectators during competitive sports events

Administration and Department Collaboration – percentage of work time (15%)

- Maintain daily office hours and assist in daily operations of Competitive Sports programs and services, including assisting with the management of all related software programs
- Assist in the evaluation of industry trends and campus needs related to the assessment and improvement of the Competitive Sports programs and services
- 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
- Assist with program assessments, evaluations and annual report.
- 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 (Student Involvement Fairs), and student employee development (trainings, evaluations & workshops) and student recognition events
- 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 Campus Recreation 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

MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:

Required Qualifications:

- Must be eligible for In-State (Colorado) tuition upon acceptance
- 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

Preferred Qualifications:

- Bachelor's Degree in Recreation, Physical Education, Sports Management
- American Red Cross First Aid/CPR/AED certification
- Knowledge of Do Sports Easy or Comparable Sports Management Software
- Sports Supervision and Officiating Experience

COMPENSATION:

- Stipend: \$13,623 over 10 months
- Tuition Assistance: \$11,693 based on 9 credits each semester

CONTRACT PERIOD FOR POSITION:

The **Graduate Assistant of Competitive Sports** position is a nine-month student leadership opportunity. The contract period is for one full academic year (consecutive Fall and Spring semesters). The contract period includes all pre-service and in-service training.

TO APPLY: Please submit a resume and cover letter detailing interest in the position to Brett Ford, Assistant Director of Competitive Sports at brett.ford@unco.edu by Friday, June 11, 2021, at 5 pm MDT.

For more information, please contact: Brett Ford, 970.351.2936 brett.ford@unco.edu

EMPLOYMENT OUTCOMES: (Employers will selection only the areas below that their position directly enhances)

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 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.