Intramural Sports/Youth Programs Graduate Assistant

Program Overview
Campus Recreation and Wellness at East Carolina University provides the following programs and services for the campus community: wellness, intramural sports, physical activity & fitness, informal recreation; club sports; adventure leadership programs; summer camps; and special events. Facilities include a state of the art 150,000 square foot Student Recreation Center, 30,000 square foot Health Sciences Student Center, an 18-acre multi-sport field complex, a team challenge course, and a 129-acre sports complex which includes eight sport fields, a six-acre lake, disc golf course, boathouse, walking/jogging trails, outdoor fitness equipment, sandy beach area, beach volleyball courts, and an Odyssey challenge course.

University
East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of over 29,000 students, making it North Carolina’s fourth largest institution of higher learning. The main campus is adjacent to downtown Greenville, NC, a city of over 70,000 people. Greenville is the hub of the eastern North Carolina coastal plain and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and within easy driving distances of coastal resorts and the Outer Banks.

Requirements for Candidacy
Bachelor’s degree required from an accredited college or university. Preference is given to candidates specializing in Physical Education, Recreation, Sport Management, or a related field. Must possess an academic background which will satisfy the graduate entrance requirements of East Carolina University. Experience at the collegiate level in the organization and administration of intramural sports. Experience in the supervision of intramural-recreational sports personnel. Ability to organize and administer training clinics and evaluation systems related to the officiating of popular team sports such as flag football, basketball, volleyball, soccer, and softball. Evidence of leadership and interpersonal communication skills suited to a rapidly growing, diversified college community. Familiarity with web maintenance and computerized scheduling is preferred. Current certification in First Aid and CPR must be maintained during the periods of employment. A commitment to professional growth in recreation is required. Experience with developing, organizing, and implementing special events is also preferred.

Scope of Position
As a result of this Graduate Assistant position, students will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

- **Human & Organizational Resources:** Includes knowledge, skills and attitudes used in the selection, supervision, motivation, and formal evaluation of staff, conflict resolution; management of the politics of organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology use, crisis management, risk management and sustainable resources.

- **Leadership:** Addresses the knowledge, skills, and attitudes required of a leader, whether it be a positional leader or a member of the staff, in both an individual capacity and within a process of how individuals work together effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.

Campus Recreation and Wellness empowers student employees to become leaders by gaining valuable experience within a departmental Student Staff Leadership framework.

Responsibilities
The Intramural Sports/Summer Camp Graduate Assistant is expected to fulfill the following general responsibilities:

- Organize, schedule, supervise and evaluate individual, dual, team and special event activities within the men’s, women’s, and co-recreational division.
- Market, organize, develop and implement summer camps and special events as assigned.
- Recruit, train, schedule, supervise, and evaluate officials for assigned intramural sports activities.
- Recruit, train and supervise volunteers for assigned special events.
- Train, schedule, supervise and evaluate support staff for assigned intramural sports activities.
- Maintain accurate statistical records related to participation, budget, and equipment inventory.
- Assist with the supervision and evaluation of undergraduate practicum and internship students placed in the department.
- Comprehensively involved in the marketing and promotional efforts within the aforementioned programs. Assist with the content material, social media, and technology efforts (social media, texting, website, video, etc.)
- Coordinate and communicate departmental programs and services to designated student representative groups.
- Conduct/instruct clinics and workshops on rules, playing techniques, officiating procedures, and intramural sports and campus recreation.
- Utilize computer based scheduling software and web based programs to coordinate activities.
- Assist in the implementation of strategic planning, assessment and research focusing upon learning outcomes within the area of intramural sports, special events and summer camps.
- May serve on department, division, or university-wide committees as assigned.
- Continues professional development through membership in professional organizations, attending conferences and workshops, professional reading, and staying current with trends and issues pertinent to intramural sports-based activities.

Dates of Employment & Compensation

- Expected work dates are August 1, 2018 – December 14, 2018 and January 2, 2019 – May 3, 2019 (excluding all student observed holidays).
- Stipend of $10,500.00, for 9½ months. Professional development support available. Full North Carolina resident in-state tuition. Out of state students are responsible for paying the amount of the difference between out of state and in-state tuition. All students are responsible for payment of student fees.
- Additional opportunities are available for summer income with the summer camp program.
- This is typically a 2-year position with a satisfactory evaluation required to continue to second year.
- Since this position if funded from auxiliary funds, filing of this position is contingent upon the continuing availability of these funds.
- Position is open until filled. Applicant review will begin on January 8, 2018.

Application Process
To apply for this position please email cover letter, resume, and a list of three professional references to Mark Parker, Sr. Assistant Director of Intramural Sports and Youth Programs at parkerm@ecu.edu or call 252-328-1575.

Federal Law requires proper documentation of identity and employability at the time of employment. It is requested that this documentation be included with your application. East Carolina University is an affirmative action, equal opportunity employer and as such encourages applications from qualified women and minorities.