Sport and Youth Programs Graduate Assistant(s)

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 28,651 students (as of fall 2019), making it North Carolina’s fourth-largest institution of higher learning. Adherent to a vibrant uptown district, ECU’s Main Campus is in the heart of Greenville, North Carolina, a city of more than 93,000 people. Greenville is the hub of North Carolina’s coastal plain and serves as a business, medical and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and is within easy driving distance of coastal resorts.

Requirements for Candidacy

Bachelor's degree required from an accredited college or university. Preference is given to candidates specializing in recreation and leisure studies or a related sports/facilities management program. The candidate must possess an academic background which will satisfy the graduate entrance requirements of East Carolina University. Previous experience in recreation or facility operations, leadership development or recreation administration is desired. Experience at the collegiate level in the organization and administration of campus recreation programs and operations. Evidence of leadership and interpersonal communication skills suited to a rapidly growing, diversified university community. Familiarity with web maintenance and development preferred. Current certifications in CPR/First Aid & AED must be maintained during periods of employment. Certification must be obtained within 60 days of hire. Duties will require weekend and evening hours. Must maintain current driver’s license and satisfy university driving standards.

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.

Responsibilities

The Sport and Youth Programs Graduate Assistant is expected to fulfill the following general responsibilities:

- Organize, schedule, supervise and evaluate individual, dual, team and special event activities within the Sport and Youth Programs unit.
- Market, organize, develop and implement youth programs and special events as assigned.
- Recruit, train, schedule, supervise, and evaluate officials, site managers and scorekeepers for assigned Sport and Youth Programs activities.
- Assist in training and development of club sports officers and participants through workshops, feedback, meetings, and informational resources.
- Assist in the oversight and advisory of the Club Sports Council that include but not limited to planning events and allocation funding.
- Assist in the coordination of athletic trainer scheduling for events and practices for departmental/sport-related activities.
- Serve as the primary contact to a designated number of club sports to assist with administrative operations such as practice schedules, travel arrangements including vehicle reservations, contractual payment for officials, club sports roster administration, and associated paperwork.
- Counsel and advise 160 club officers and approximately 1,600 club members regarding effective operation of the club.
- 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 unit 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.
- 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 unit.
- 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 unit activities.

Dates of Employment & Compensation

- Expected work dates are August 3, 2020 - May 7, 2021 (excluding all student observed Holidays).
- Stipend of $10,500.00, for 9 ½ months. Professional development support is available. Additional opportunities are available for summer income. 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. Student Fees will be paid by the department.
- This is typically a 2-year position with a satisfactory evaluation required to continue to second year.
- This position is supported by auxiliary funding sources, filling of this position is contingent upon the continuing availability of these funds.
- Position is open until filled. Applicant review will begin immediately.

Application Process

To apply for this position please send cover letter, resume, and a list of three professional references Assistant Director of Sport and Youth Programs Jon Wall at walljo@ecu.edu.

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.