

Graduate Assistant Intramurals and Sport Clubs

Position Summary

The purpose of this position is to assist with administration of the Intramural and Sport Clubs program. This individual helps with hiring, training, and supervision of senior student assistants, sport managers, officials, and scorekeepers. Sport Clubs responsibilities include planning and running Sport Club meetings, working with budgets, and working with specific Sport Club teams.

Essential Duties, Tasks and Abilities

- Hold monthly staff meetings with Intramural sport managers.
- Supervision and evaluation of Student Supervisors, sport managers, score keepers, and officials.
- Perform office duties including updating of score sheets, review of accident and injury reports, employee incident reports and general office coverage.
- Plan, lead, and evaluate officials clinics.
- Schedule employees, leagues, and playoffs.
- Evening hour supervision of all Intramural Sports.
- Attendance at professional and student staff meetings.
- Prepare and hold sport club meetings.
- Meet with Sport Club representatives and advise Sport Club teams as needed.
- Work with Sport Club budgets.
- Manage Sport Club paperwork and generate reports.
- Schedule facility space in PFH for Sport Clubs teams and track team practice and competition schedules using facility management software (CLASS).
- Use of Sport Club Management Software.
- Support Student Employee Board (SEB) and Student Development and Leadership (SDL) activities.
- Promote the mission of the Recreation and Wellness.

Knowledge, Skills and Abilities

- Organization skills and attention to detail
- Strong customer service skills including interpersonal and presentation abilities
- Conflict management
- Strong knowledge of all sport rules and officiating experience preferred
- Experience creating league scheduling and tournament brackets
- Ability to train and lead groups of officials and sport managers
- Experience in intramurals/sport clubs as an undergraduate preferred

Requirements

- 3.0 undergraduate GPA
- (Preferred) CPR/FA & AED certified
- Acceptance into BGSU Graduate College Degree program
 - Master's Degree in Sport Administration
 - Master's Degree in Recreation
 - Master's Degree in Kinesiology
 - Master's Degree in College Student Personnel
 - Other accepted graduate program

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