

**Graduate Assistant
Intramural Sports, Club Sports**

Position Summary

The purpose of this position is to assist with administration of the Intramural and Club Sports program. This individual helps with hiring, training, and supervision of senior student assistants, student associates, officials, and scorekeepers within the Intramural Sports program and the PFH. Responsibilities may include planning and running Club Sports meetings, Intramural Staff meetings, facility maintenance, and event supervision.

Essential Duties, Tasks and Abilities

- Hold monthly staff meetings with Intramural sport managers.
- Supervision and evaluation of Student Supervisors, student associates, score keepers, and officials.
- Perform office duties including updating of score sheets, league scheduling, review of accident and injury reports, employee incident reports and general office coverage.
- Plan, lead, and evaluate official's clinics.
- Schedule employees, leagues, and playoffs.
- Evening and weekend supervision of programs and activities facilitated out of the Perry Field House or Intramural and Club Sports event sites.
- Attendance at professional and student staff meetings.
- Prepare and hold sport club meetings.
- Meet with Club Sports representatives and advise Club Sports teams as needed.
- Manage Club Sports paperwork, update Club Sports Presence portal and generate reports.
- Contribute content to Club Sports website
- Familiarity with and competence in PFH policies and operations.
- Maintain and coordinate Intramural Sports staff student employee files.
- Attend professional and student staff meetings.
- Support Student Employee Board (SEB) and Student Development and Leadership (SDL) activities.
- Promote the mission of the Recreation and Wellness.

Knowledge, Skills and Abilities

- Strong customer service and organization skills including interpersonal and presentation abilities
- Conflict and Risk Management skills
- Strong knowledge of all sport rules and officiating experience preferred
- Ability to train and lead groups of officials and sport managers
- Experience in intramurals/sport clubs as an undergraduate preferred
- Recreation facility management knowledge (higher education experience preferred)

Requirements

- 3.0 undergraduate GPA (on a 4.0 scale)
- Acceptance into BGSU Graduate College Degree program
- (Preferred) CPR/FA & AED certified
- Business casual dress requirement

<http://www.bgsu.edu/offices/ohr>

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