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Graduate Assistant, Competitive Sports and Special Events (1)

# NIU Recreation

The department of NIU Recreation’s main facility is located at the Student Recreation Center at the crossroads of Annie Glidden Rd. and Lucinda Rd. in DeKalb, IL. The Recreation department offers a comprehensive recreation program and services for the campus community featuring Intramural Sports, Fitness, Nutrition, Open Recreation, Outdoor Adventures, and Sport Club activities.

# Department Why

We create conditions for success by facilitating opportunities and building a culture that inspires optimal health and well-being.

# Our Promise

Have fun. Live well. Feel your best.

# Intercollegiate Athletics Mission

To inspire and sustain excellence in the P.A.C. principle of “Promoting Athletes to Champions” while developing champions in the classroom, in competition and in life.

# The Position

This full-time (20-hour/week) Graduate Assistant will report to the NIU Recreation Assistant Director of Intramurals. The successful candidate(s) will be responsible for assisting in the overall administration and management of the Intramural, Sport Club, and Special Events programs including staff training, program development, event logistics, risk management, supervision, assessment, and marketing.

# Responsibilities

* Written Communication: Develop and maintain communication mechanisms for staff and patrons related to the Intramural Sports & Sport Club program which includes a written participant policy manual and an employee manual.
* Oral Communication: Provide clear and concise instruction to staff and participants including policy and procedures review, sport rules and equipment requirements, planning and preparation, etc.
* Program Development/Planning: Assist in program development and implementation of all Sport Clubs and Intramural Sports activities. Identify new activities to enhance the overall program and encourage participation.
* Collaboration: Serve on department, division, or campus-wide committees, as assigned.
* Teamwork/building: Attend and participate in regular meetings such as full-staff meetings, student staff meetings, and Student Leadership Team meetings.
* Leadership: Provide leadership within NIU Recreation by providing support to student staff, the Assistant Director, and the other graduate and full-time staff. Participation in professional conferences and workshops when available.
* Creativity: Assist in market development and implementation for the promotion of Intramural Sports activities and Sport Clubs. Develop new activities and events.
* Group Facilitation: Provide on-site supervision and coordination of special events/conferences that promote the Intramural Sports program, Sport Clubs, rentals, and department special events.
* Program Evaluation: Assist in development and assessment of participation data, program evaluations, and learning outcomes, and preparing semester reports that include recommendations for improvement.
* Supervision: Recruit, hire, train, supervise, schedule, and evaluate Intramural Sports, Sport Club, and Special Event personnel.
* Crisis Management: Assist in the development, implementation, and oversight of a risk management and emergency response program for Intramural Sports and Sport Clubs.
* Organizational Skills: Assist in documenting and maintaining program and personnel information, database management, inventory, and facilitation of personnel payroll.
* Budgeting: Assist in budget development (including personnel, equipment purchases and maintenance, and marketing).
* Research: Assist in conducting research (i.e., benchmarking, surveys, focus groups, etc.) to further develop programs, policies, and procedures and make recommendations for improvements.
* Other: Assist in other departmental activities and perform other duties as assigned.

# Requirements

* Admitted to NIU’s graduate school and enrolled in a graduate course of study.
* This position is designated as security sensitive. In compliance with the Illinois Campus Security Act, before an offer of employment is made, the university will conduct a pre-employment background investigation, which includes a criminal background check.
* Current certifications (or ability to certify within 2 months of hire) in CPR/AED, First Aid, and Blood Borne Pathogens.

# Qualifications

* Understanding of various sports and sport rules.
* Participation or experience in Intramural Sports or Sports Clubs.
* Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds.
* Good organizational skills and ability to work independently.
* Good written and oral communication skills.
* Ability to supervise others and work in a dynamic, changing, and diverse environment.
* Genuine interest in gaining experience and knowledge to enhance chosen career.
* Experience working in a customer/client environment.

# Preferred Qualifications

* Bachelor’s degree, preferably in Kinesiology, Physical Education, or Recreation.
* Preference will be given to graduate students pursuing a degree in Kinesiology, Physical Education, Sport Management, or Adult and Higher Education.
* Experience officiating and training sports officials.
* Knowledge and experience working in an Intramural Sports program.
* Knowledge and experience as an officer or member of a Sports Club or working with Sport Clubs.
* Official’s certification in one or more major team sports.
* Experience in student employee supervision and evaluation.
* Experience in event and facility management.
* Experience working with diverse student and community groups.
* Genuine interest in gaining experiences and knowledge to enhance career development in the collegiate recreation field.

# Compensation includes

* 9-month, 20 hours per week (except when university closures for holidays, etc.) with potential summer employment.
* Hourly pay at $18.36\* per hour (paychecks distributed semi-monthly).
* Start Date: August 16, 2022 with potential summer employment prior to August 16th.
* Tuition: Full tuition waiver (excluding student fees, any off-campus fees, the cost of books, etc.)
* No housing offered in residence hall and no meal plan.
* Other Benefits: If funds are available, assistance in professional development costs.

\*Payrate subject to change prior to official contract

# Contact Information

Natasha Johnson, Assistant Athletic Director Budget & Finance for Recreation

Northern Illinois University

Recreation Center, DeKalb, IL 60115

Phone: 815-753-9417, Email: njohnson11@niu.edu

# Application Materials

To apply send a letter of application, resume, and a list of three current references including names, addresses, e-mail addresses, and phone numbers to: Northern Illinois University, Student Recreation Center, Attn: Natasha Johnson Assistant Athletic Director Budget & Finance, DeKalb, IL 60115. Electronic applications must be submitted in Word format to njohnson11@niu.edu. The position is open until filled.

Northern Illinois University is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, disability, or status as a disabled or Vietnam-era veteran. The Constitution and Bylaws of Northern Illinois University afford equal treatment regardless of political views or affiliation, and sexual orientation. NIU recognizes Dual Career issues.

# About NIU

Chartered in 1895, NIU is a comprehensive teaching and research institution with a student enrollment of approximately 17,000. Located in one of the most dynamic regions of the country, DeKalb is 65 miles west of Chicago, Illinois. NIU is included in the Doctoral/Research Universities-Extensive category of the Carnegie Foundation for the Advancement of Teaching and is a member of the National Association of State Universities and Land-Grant Colleges. NIU has a diverse student population with 735 international students representing 118 nations. Approximately 3,500 students live on campus in residence halls and apartments. NIU Recreation is a department in the Division of Intercollegiate Athletics. The department offers open recreation, aquatics, group fitness classes, intramurals, sport clubs, outdoor recreation, nutrition counseling, and personal training services. The staff includes 7 full-time professional; 1 part-time professional; 1 full-time support staff, 10 graduate assistants, and interns.