Graduate Assistant, Competitive Sports (2)
Recreation and Wellness
Northern Illinois University

Recreation and Wellness: The department of Recreation and Wellness is located at NIU’s Student Recreation Center at the crossroads of Annie Glidden and Lucinda roads. The Recreation and Wellness department offers a comprehensive recreation program and services for the campus community featuring Intramural Sports, Fitness, Wellness, Open Recreation, Outdoor Adventure, and Sport Club activities.

Department Mission: Recreation and Wellness supports personal and academic success by providing outstanding recreation and educational experiences that are inclusive, stimulating, and encourage a lifelong pursuit of wellness. The department fosters community cohesiveness by facilitating opportunities for engagement, leadership, development, and collaboration.

Student Affairs Mission: The Division of Student Affairs supports student academic and personal success through strategic recruitment and retention initiatives. The division makes efforts to ensure student welfare and provide opportunities for engagement, leadership and services that promote persistence through the collegiate experience in preparation for the entirety of their lives.

The Position: This full-time (20-hour/week) Graduate Assistant will report to the Recreation and Wellness Assistant Director for Competitive Sports. The successful candidate(s) will be responsible for assisting in the overall administration and management of the Intramural & Sport Club program including staff training, program development, 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 & 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 Recreation and Wellness by providing support to student staff, the Assistant Director of Competitive Sports, and the other graduate and full-time staff. Participation in professional conferences and workshops.
- **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, and Recreation and Wellness.
- **Program Evaluation:** Assist in developing and assessing 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 and Sport Club 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 in CPR/AED, First Aid, and Blood Borne Pathogens.

**Qualifications:**

- Experience officiating and training sports officials.
- Knowledge and 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.
- 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 Intramural Sports field in a Recreation and Wellness environment.

**Compensation includes:**

- 9.5-month, 20 hours per week (except when university closes for holidays, etc.) with potential summer employment.
- Hourly pay at $12.88 per hour (paychecks distributed semi-monthly).
- Start Date: August 1, 2019 with potential summer employment prior to August 1st.
- Tuition: Full tuition waiver (excluding student fees, any off campus fees, the cost of books, etc.)
- No housing offered in resident hall and no meal plan.
- Other Benefits: If funds are available, assistance in conference costs.

**Contact Information:**

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