



Campus Recreation & Wellness

WESTERN KENTUCKY UNIVERSITY GRADUATE ASSISTANTSHIP: Sport Programs (9-month agreement)

The Sport Programs Graduate Assistant is responsible for aiding the Assistant Director of Programs in developing and organizing a comprehensive Intramural Sports and Sport Club program that serves a diverse University community. Under the supervision of the Assistant Director, the Graduate Assistant serves as a leader to the Sport Programs team of student employees.

Responsibilities for this position include, but are not limited to:

- Provide leadership of Intramural Sports and Sport Club programs in the administration of single-day events, practices, multi-week leagues, club competitions, and other developmental opportunities
- Assist in the development of Sport Programs student staff through recruitment, mentoring, training, and continuing education opportunities to include in-services, regularly scheduled meetings, and additional opportunities
- Assist in the management of Sport Programs facilities and equipment to maintain safety, inventory, and function of equipment, as well as overall appearance
- Lead and advise Sport Club officers in the facilitation of administrative requirements for club activities to ensure compliance with policies and guidelines
- Provide input and assist in the development, evaluation, and implementation of policies and procedures, and oversight for the discipline process for the Sport Programs area
- Assist in the cultivation and dissemination of program assessment data to better serve the interests of the participant population
- Assist in the creation of innovative marketing and promotion through various mediums to promote the program as a key facet of the university experience
- Maintain an active presence within the program through the completion of daily office hours and appearances at nightly events including serving as an emergency sports official or supervisor as needed
- Collaborate with campus-wide groups and initiatives to bring other department areas together to promote new initiatives and programs
- Develop important communication tools for staff as well as participants to ensure that information pertaining to leagues, rules, and other information is disseminated accurately

Minimum Qualifications

- Experience in intramural sports officiating, intramural sport-specific rules knowledge, and IMLeagues or other program platforms

Desired Qualifications

- Experience officiating within recreational, high school, and/or collegiate sports
- Experience as a Sport Club leader and/or member

Graduate School Requirements:

- Bachelor's Degree from an accredited four-year institution
- 3.0 Undergraduate GPA is required by the WKU Graduate School for all Graduate Assistants
- Graduate admission requirements vary by program
- Must be enrolled on a full-time basis (minimum 6 hours per semester) to receive assistantship, stipend, and tuition waiver

Physical and Mental Abilities Required:

- Requires maturity, balance, multi-tasking, mental stamina, and the ability to think critically and independently.
- May require lengthy periods of sitting at the computer, attending meetings, or standing for lengthy periods of time conducting presentations or programs.
- May require light lifting of supplies and equipment and potentially for program set up.
- Ability to maintain a balanced perspective on sensitive issues is essential.
- Ability to handle stress and periodic overload in a mature manner is essential to this position.

General Department Job Responsibilities for All Graduate Assistants

- Demonstrate commitment to diversity, equity, and inclusion, and contribute to an inclusive working and learning environment
- Adhere to daily office hours
- Lead department American Red Cross CPR, First Aid, AED certification courses for student staff (CRW to provide instructor certification)
- Attend and engage in professional and All-Student staff meetings/trainings
- Represent the department at various on and off campus recruiting events
- Provide oversight of program area in the absence of supervisor
- Work night and weekend hours (as needed)
- Performing other duties as assigned

Compensation and Benefit Package

- ***Tuition Coverage***
 - Full-Tuition Waiver (Up to 9 hours during the fall and spring semesters)
 - Note: Online classes require a distant learning fee, to be covered by graduate assistant
 - If a degree requires summer classes, those classes must be covered by graduate assistant
- ***Stipend***
 - \$10,000 Stipend (August-May)
 - Paid in monthly increments (September-December, January-April)
 - Additional Employment Opportunities
 - **Sports Programs:** Additional employment opportunities are available if desired during the summertime (paid hourly per student staff position rates) for non-GA level positions
 - **All GA's:** during non-enrollment periods, there are opportunities to pick up additional hours assisting in student staff positions, paid at an hourly rate
- ***Hourly Work Requirements***
 - 30 hours (week before Fall Semester/Week before Spring Semester)
 - 20 hours (during Fall/Spring semester)
- ***Health Insurance (If needed)***
- ***\$1,000 Professional development allocation upon request and approval***

Condition of Hire

- Contingent upon completing a satisfactory background check
- Must get full acceptance into the WKU Graduate School and Program of choice
- Must have American Red Cross/First Aid/AED certification (or willing to obtain once graduate assistantship begins)

Commitment:

- 2 Year Agreement (2nd year contingent upon successful evaluation at the end of year one)

Start Date: Tentatively Monday, July 29th, 2024

- **GA training week:** Tentatively July 29th – August 2nd
- **Preston Center Maintenance Week:** August 5th – 9th
- **All-Student Staff Training Week:** August 12th – 16th
- **WKU Classes Begin:** Monday, August 19th, 2024

Priority deadline for application review: Sunday, March 10th, 2024

To apply, send the following information: Cover letter, resume, and a list of two references to the contact below:
Michael Dickinson, Assistant Director, Programs at michael.dickinson@wku.edu