

North Dakota State University is seeking applicants for a Graduate Assistant of Campus Recreation and Intramurals for the 2021-2022 academic year. This position will report to the Coordinator of Campus Recreation and Intramurals and will primarily provide daily operational support to both Intramurals and Climbing Wall. The opportunity will offer the student with a comprehensive and engaging experience to further enhance their career and professional development.

Responsibilities:

Coordination of Intramurals: (70%)

- Assist in planning, promoting, supervising, and operating Intramurals.
- Assist with the hiring, training and evaluation of approximately six intramural supervisors, 20 officials and one student coordinator.
- Coordinate the intramural schedule in unison with ongoing availability within the facility and with off campus organizations.
- Assist in the creation of marketing plans to promote and increase intramural sport participation.
- Develop captain's quizzes for each major team sport.
- Research and implement creative intramural offerings to contribute to an inclusive program.
- Create tweets for the NDSU Intramural account on a weekly basis.
- Assist the Coordinator in creating the Intramural schedule each semester.
- Research equipment and innovative trends to be used for Intramurals and open recreation.
- Manage the Intramural/Recreation email account.
- Plan, promote, and manage one-day and play-on-your-own tournaments.
- Assist in all related administrative duties.
- Perform other duties as assigned.
- Participate and lead official's sport trainings, mid-season and pre-playoff meetings.
- Manage IMLeagues
 - Input semester schedule including leagues and divisions
 - Edit sport and league descriptions
 - Process credits and refunds
 - Approve team names
 - Manage forfeit process

Campus Recreation and other duties: (30%)

- Assist with budget development and purchasing.
- Assist in supervising climbing wall staff; ensure that equipment and participant safety are a priority.
- Attend professional staff meetings and participate in a variety of training sessions.
- Complete equipment and inventory checks, along with safety checks of first-aid kits.
- Perform other duties as assigned.
- Participation in Fall Crawl and Off The Wall including helping out the day of the event and setting one route for the competition.

Employment Dates:

August to May with an option to renew for a second year (9-month period).

Required Qualifications:

- Must have completed a Bachelor's Degree from an accredited four-year institution.
- Must be accepted and enrolled full-time in an NDSU graduate program.
- Must continuously be in good academic standing throughout the period of the graduate assistantship.
- Must have Red Cross CPR/AED and First Aid Certifications (or able to obtain them within the first month of employment).
- Must complete a criminal background check.
- Must not have outside employment which would conflict with the requirements of the position.
- Must be able to demonstrate a working knowledge of computer programs such as Microsoft Word, Excel, Outlook, IMLeagues, Innosoft Fusion and other similar programs.

Preferred Qualifications:

- One-year Intramurals work experience (scorekeeper, supervisor, or official) and/or work with student staff in a university setting.
- Demonstrate a working knowledge of a variety of sports (flag football, basketball, softball, volleyball, soccer, etc.).
- High school officiating experience.
- Experience supervising with effective leadership.
- Ability to effectively communicate, both verbally and written.
- Involvement in the NIRSA community.
- Experience implementing and running Esport tournaments and leagues.
- 4-year degree in Sport Management, Recreation Management, Physical Education, or related field.

Admission Requirements:

Qualifications for admissions are determined by both the Graduate School and the applicant's chosen program. All applicants need to meet these requirements to be considered for admission. The University established deadline is one month before Fall registration. However, academic programs establish their own application deadlines, so be aware when choosing an academic program. Visit <https://bulletin.ndsu.edu/graduate/admission-information/> for more information and specific admission requirements.

Additional Salary Information:

\$9,000 plus tuition and fee payments (not including books) for Fall and Spring semesters, and professional development opportunities may be available.

Application Process:

Submit Cover Letter, Resume, and at least 3 Professional References via email to Jordan Cox at jordan.cox@ndsu.edu. Initial review will begin immediately; applications will be accepted until the position is filled.