

**Graduate Assistant for Campus Recreation and Intramural Sports****GENERAL INFO:**

The Graduate Assistant for Campus Recreation and Intramural Sports at North Dakota State University Wellness Center will assist the Campus Recreation and Intramural Sports Coordinator in the overall organization and administration of a comprehensive intramural and recreation program.

**RESPONSIBILITIES:****Coordination of Intramural Sports: (70%)**

- Assist in planning, promoting, supervising, and operating intramural sports.
- Assist with the hiring, training and evaluation of approximately eight 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 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 intramural and open recreation.
- Manage the Intramural/Recreation email account.
- Run one-day tournaments and play-on-your-own leagues.
- Assist in all related administrative duties.
- Perform other duties as assigned.

**Campus Recreation and other duties: (30%)**

- Assist with budget development and purchasing.
- Assist in supervising approximately 30 recreation desk staff along with all open recreation duties.
- 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.

**MINIMUM 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 intramural sports 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 orally and written.
- Involvement in the NIRSA community.

**TERMS OF EMPLOYMENT:**

This position requires 20 hours per week, including evening and weekend hours and partial availability over semester break week(s). Appointment of position is for a maximum of 2 years, with the 2<sup>nd</sup> year based on performance and annual responsibility review.

**STIPEND:**

\$9,000 for a 9-month appointment and a full base NDSU tuition waiver (student is responsible for some associated fees and books). Professional development opportunities are available.

**APPLICATION MATERIALS:**

- Cover letter
- Resume
- Three professional references (names, addresses and phone numbers)

**Initial review will begin immediately; applications will continue to be accepted until the position is filled.**

**Submit application materials to:**

Courtney Berntsen  
Coordinator for Campus Recreation and Intramural Sports  
North Dakota State University  
courtney.berntsen@ndsu.edu  
701-231-7384