

## **Graduate Assistant – Competitive Sports**

### **Responsibilities:**

Program over 20 events each year including four major sports. Hire, train, recruit, and schedule competitive sports staff including supervisors, interns, and officials. Review, revise and enforce all intramural sports and sport clubs policies/procedures. Work with second year Competitive Sports GA to oversee the day to day administration of the Sport Club program. Advise the Sport Club Council and Executive Board. Assist with budgeting and track expenses throughout the fiscal year. Attend all student staff meetings, GA meetings, and pro staff meetings. Maintain daily office hours. Plan and administer Recreation and Wellness' youth summer camp, Argo Adventure Kids Camp. Other duties as assigned.

### **Qualifications:**

Bachelor's Degree, current GRE scores, and acceptance into a UWF Graduate Program are required.

### **Benefits:**

\$10,000 stipend (budget pending) paid bi-weekly, full tuition waiver, and professional development opportunities. Summer employment will include up to 29 hours/week at \$12.82/hour for 9 weeks.

### **Starting Date:**

July 1, 2019 (preferred)

### **Application Process:**

Send resume, cover letter and 3 references to Jessica Coleman, [jcoleman@uwf.edu](mailto:jcoleman@uwf.edu). DO NOT APPLY through Bluefishjobs.com. Applicant review process will begin January 14, 2019.