

# **SIUE GRADUATE ASSISTANTSHIP ANNOUNCEMENT**

**TITLE/RANK:** Graduate Assistant - Recreational Sports Programming (Intramurals)

**JOB DESCRIPTION:** Under the direction of the Assistant Director of Recreational Programs, this person is responsible for assisting in the planning, development and implementation of all individual/dual and team sport activities, including but not limited to Intramurals and Club Sports. Other responsibilities include but are not limited to: developing and conducting training clinics; recruiting, training, scheduling and evaluating student employees, along with staff development; promoting intramural and club sports; and assisting with student payroll, budget planning, policy development, and the equipment inventory/purchasing process as necessary. Additional responsibilities may include assisting with campus wide special events as well as departmental wide programming in the area of Aquatics and Outdoor Recreation. This individual will also assist in all related administrative duties. A combined workload of 20 hours per week is expected.

**TERM OF CONTRACT:** August 13, 2012 – May 10, 2013, with the possibility for summer employment and contract renewal.

**SALARY:** \$1,065 per month – 1<sup>st</sup> year, \$1,131 per month – 2<sup>nd</sup> year, plus in/out of state tuition waiver. (employee is responsible for student fees)

**QUALIFICATIONS:** Assistantships are awarded on a competitive basis. This person should have had experience in facility management and personnel supervision. The person should demonstrate strong communication and interpersonal skills. The successful candidate will be expected to maintain First Aid and CPR/AED certification from an internationally recognized health and safety organization throughout the period of employment. A strong combination of specific academic and/or experiential training is recommended. The successful applicant must be admitted into a graduate program of study at SIUE before an offer can be made.

**CLOSING DATE FOR APPLICATIONS:** Applicants are encouraged to apply early. Review of applicants will begin immediately. Phone, online and/or in-person interviews may be conducted prior to the closing date. Application for this position will close when filled or by March 30, 2012.

**SUBMIT LETTER OF APPLICATION, RESUME, AN UNOFFICIAL ACADEMIC TRANSCRIPT AND CURRENT REFERENCES TO:**

Nate Scott  
Recreation Specialist  
Southern Illinois University Edwardsville  
Campus Recreation, Box 1157  
Edwardsville, IL 62026

SIUE is an AA/EEO employer. SIUE is a state university.