

SIUE GRADUATE ASSISTANTSHIP ANNOUNCEMENT

TITLE/RANK: Graduate Assistant (Recreational Programming and Special Events)

JOB DESCRIPTION: Under the direction of the Coordinator of Intramural Sports and Special Events, the Recreational Programming and Special Events Graduate Assistant is responsible for assisting in the planning, development and implementation of all special events and marketing for Campus Recreation programming. Other responsibilities include but are not limited to: Coordinating and managing special events and programs that fit the specific wellness needs of assigned populations; recruiting, training, scheduling and evaluating student employees, along with staff development; promoting and marketing the Intramural/Club Sports/Campus Recreation and campus wide special events; Collaborating and serving as the recreation outreach liaison to SIUE Campus Partners and student organizations, coordinate, collaborate, and cosponsor in recreational activities/experiences/events across a variety of the SIUE campus; and assisting with policy development, and equipment inventory and purchasing process. A combined workload of 20 hours per week is expected, with the expectation that many programs and needs will occur on evening and weekend hours.

TERM OF CONTRACT: Semester by semester, starting January 2022, with the possibility for summer employment and contract renewal.

SALARY: Full in/out of state tuition waiver plus a stipend of \$1,086.30 per month for the first year and a longevity bonus to \$1,153.62 per month in the second year. Employee is responsible for student fees. Per Internal Revenue Service regulations (IRC 127), federal taxes will be withheld on tuition waiver amounts exceeding \$5,250 in the calendar year (January-December).

QUALIFICATIONS: Assistantships are awarded on a competitive basis and the successful applicant must be admitted into a related SIUE graduate program of study such as college student personnel administration, exercise physiology, exercise and sports physiology, or other strongly related programs. A Bachelor's degree in a related field of study is also required. Prior relevant work experience is preferred. The person must have strong oral and written communication skills, knowledge of recreation facilities, equipment and personnel supervision. Successful candidates will be asked to maintain CPR/AED certification from an internationally recognized agency during the time 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 officially made.

SUBMIT LETTER OF APPLICATION, RESUME, UNOFFICIAL TRANSCRIPT(S), AND LIST OF AT LEAST THREE CURRENT REFERENCES WITH PHONE NUMBERS, TO:

Sarah Ortiz
Coordinator of Intramural Sports and Special Events
sarorti@siue.edu
(618) 650-3248
Southern Illinois University Edwardsville
Campus Recreation, Box 1157
Edwardsville, IL 62026

An Affirmative Action employer, SIUE offers equal employment opportunity without regard to race, color, creed, or religion, age, sex, national origin, or disability. Benefits under state-sponsored plans may not be available to holders of F1 or J1 visas. SIUE is an AA/EEO employer. SIUE is a state university.