

SIUE GRADUATE ASSISTANTSHIP ANNOUNCEMENT

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

JOB DESCRIPTION: Under the direction of the Assistant Director of Recreational Programming, this person is responsible for assisting in the planning, development and implementation of all individual and team sport activities and Campus Recreation programming within the Programming Office. Other responsibilities include but are not limited to: assisting with and developing new training programs for student staff clinics; 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; and assisting with budget planning, budget oversight, fundraising, policy development, facility management, and the 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: (Negotiable) August 15, 2017 – May 15, 2018, with the possibility for summer employment and contract renewal.

SALARY: Full in/out of state tuition waiver plus a stipend of \$1065 per month for the first 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, marketing, communications, Kinesiology or other strongly related program. 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:

Natalie Rosales-Hawkins
Assistant Director, Recreational Programs
nrosale@siue.edu
Southern Illinois University Edwardsville
Campus Recreation, Box 1157
Edwardsville, IL 62026

SIUE is an AA/EEO employer. SIUE is a state university. Benefits under state-sponsored plans may not be available to holders of F1 or J1 visas.