



Graduate Assistant for Campus Recreation, Office of Campus Life

The Graduate Assistant for Campus Recreation, under the supervision of the Director of Campus Life, will assist in the training, management, and assessment of Campus Recreation efforts including Intramural Programs, Electronic Sports, and Group Fitness programs. The Graduate Assistant will also be a part of the professional staff at the Office of Campus Life to assist in advancing the office's mission of fostering a sense of belonging and holistic development. Additional responsibilities may be assigned at the discretion of the Director of Campus Life.

Required:

Current enrollment in master's program in Student Affairs, Student Development, Higher Education, or related field (proof of enrollment required by start date)

Duties and Responsibilities

- Supervise 3 Campus Recreation interns
- Host weekly staff meetings with Campus Recreation interns
- Recruit, hire, train, and oversee referees, table staff, and first aid responders
- Plan, organize, and execute captains and referee meetings
- Assist in planning and executing the Fall and Spring intern training
- Manage operating budget for Campus Recreation program
- Manage APU's online Intramural league management system
- Manage Intramural and Group Fitness equipment
- Aid in developing programs that focus on student health awareness
- Aid in the oversight of APU's Club Sports program with the Graduate Assistant for Clubs & Orgs
- Assist in the management of the Incident Reporting Process. This includes being on-call for emergency situations at Intramural and/or Fitness Events
- Assist in the implementation of assessment tools for Campus Recreation programs

Other Duties

- Active participation in Campus Life efforts and events throughout the academic year
- Available to assist in other Campus Life events as needed
- Attend quarterly student affairs in-services and divisional gatherings
- Proactively seek ways to promote the needs of under represented groups on campus
- Serve as a resource and support for students/faculty/staff who are interested in campus recreation
- Serve as a representative of APU in all situations

Preferred Qualifications

- Ability to communicate effectively, written and verbal, with students, parents, staff and faculty in a friendly, patient and professional manner
- High initiative and the ability to work independently
- Integrate his/her Christian faith in their role – occasionally lead departmental devotionals, conceptualize student programming from a Christian worldview, support students in their faith development
- Knowledge of and/or experience playing or engaging in sports
- Experience in event planning and program management
- Willing to work nights and weekends
- Proficient with Microsoft Suite, Google Suite, PC, Mac, IMLeagues.com

Location: Main Campus - East Campus, Office of Campus Life

**Graduate Assistant will have access to dedicated work space along with a computer in the office*

Start Date: August 2023, Specific Date TBD

Hours Per Week: 20-25