

Under the supervision of the Sr. Assistant Director-Sport Programs of Campus Recreational Services, the Graduate Assistant will be afforded key responsibilities and duties with the management and day-to-day operation of a comprehensive Club Sports Program as well as with/for the Department of Campus Recreational Services.

The Club Sports Graduate Assistant will gain valuable experience in planning, organizing, implementing and evaluating a wide range of programs and activities. The Club Sports Graduate Assistant will have opportunities to utilize and develop personal and professional skills needed to assist with the management of a comprehensive club sports program.

Club Sports Responsibilities Include:

- Act as a positive liaison for the university, department, and club sports program in all interactions
- Assist supervisor by working with club sport teams to assist with the resolution of specific and general club needs; support and encourage the concept of student leadership and development.
- Act as a direct liaison to the following clubs (11): Aikido, Badminton, Bowling, Brazilian Ju Jitsu, Golf, Kung Fu, Outdoors, Running, Swim, Table Tennis, Tae Kwon Do. It is expected to meet with these clubs at least once per month.
- Assist with the guidance of club sport leadership on matters of club management, organizational development, University/Campus Recreation/Club Sport rules/policies/procedures.
- Assist with the planning and supervision for home events. This includes coordination of appropriate student staff (supervisor(s) and time/scorekeepers), event set-up and break-down, actual supervision if needed.
- Act as primary supervisor for all home ice hockey club games and crew regatta off campus.
- Assist with the coordination, scheduling, supervision and evaluation of student supervisors for practices and events.
- Assist with personnel management (student staff time sheet confirmation and recording, enforcement of rules and policies).
- Assist in generating a positive public relations program within the University community. This includes marketing the program as a whole. GA will assist with providing web page updates and maintenance.
- Assist with participant registration. Become primary review source of participant registration forms including all B-Engaged materials.
- Act as primary contact with clubs regarding home and away event rosters. Along with student office staff, review and approve home and away rosters, develop travel related binders.
- Assist with practice evaluation and statistic recording.
- Assist with inventory control (collection and distribution of equipment).
- Provide monthly budget reports to presidents
- Assist with the review of new club sport proposals for 2018-2019.
- Assist with the annual evaluation of and revision of sports rules, policies, and procedures associated with programming.

Campus Recreational Services General Responsibilities Include:

- Participate in Campus Recreational Services expos and/or informational sessions/fairs.

Qualifications:

Candidates must be accepted into a Binghamton University graduate program for the 2018-2019 academic year. Candidates with a Bachelor's degree in recreation management, sports management, physical education or social sciences/student affairs program preferred. Candidates must be willing to obtain CPR, First Aid, and AED certification. Experience within Campus Recreation, Athletics or Intramurals/Club Sports is preferred. Strong written and oral communication skills required. Ability to multi-task and work as a team player is a must. Computer proficiency in MS Office required.

Stipend:

This assistantship includes a base stipend for the academic year of \$9,800 paid biweekly. This position is represented by the Graduate Student Employees Union (GSEU) and the stipend includes all potential union-negotiated raises applicable for the academic year. Twenty hours of work per week is expected. Candidates may also have opportunities to earn certifications and/or attend applicable conferences, contingent upon satisfactory performance and evaluation.

Anticipated start date is August 13, 2018. Anticipated end date is May 17, 2019.

TO APPLY: Interested candidates should submit the general application on the [Student Affairs website](#). Questions related to this position should be directed to Susan Williams at williams@binghamton.edu. Please indicate that you are applying for the CS position. Applications accepted through Friday, March 30, 2018.