

The Department of Campus Recreational Services operates under the Division of Student Affairs and offers a multi-faceted program that is designed to encourage positive lifestyle choices and promote lifelong learning through both wellness and physical activity for Binghamton University students, faculty and staff. The Graduate Assistant (GA) must be a positive player on the CRS team of student and professional staff members.

The Intramural Sports GA will gain valuable experience in planning, organizing, implementing and evaluating a wide range of programs and activities. Under the supervision of the Assistant Director of Intramurals, the GA will assist with the management and day-to-day operation of a comprehensive Intramural program.

Intramural Sports Responsibilities Include:

- Assist in managing the day-to-day operations of the Intramural Sports Program
  - Recruit, train, supervise and evaluate intramural supervisors, officials and scorekeepers
  - Assist in developing, organizing and conducting a comprehensive officials training program which includes: meetings, clinics, and practice games for all leagues including basketball, flag football, volleyball, softball, soccer, and dodgeball
  - Serve as primary site-manager at assigned intramural and special event activities, specifically on weekends and evenings. This includes: evaluating student staff on site during intramural contests, when necessary assisting student supervisors with set-up, preparation, and management of intramural sport activities and assisting marketing with the collection of photos and other material necessary.
  - Develop and lead intramural sports supervisor trainings/in services
  - Assist in coordination and facilitation of minor team sports, individual and dual activities and one day special events
  - Monitor sporting behavior, player ejections, team forfeits, and follow up with all injured participants
  - Process nightly incident, accident, and protest report
  - Assess and evaluate specific sports, including revision of rules, policies, and inventory
  - Assist in maintaining the leagues and intramural sports website which includes but is not limited to: tracking, compiling, and completing league standings, statistics, and schedules, monitoring requests and eligibility of new students and notifying captains of weather, scheduling changes, forfeits, and extra game opportunities
  - With collaboration from student supervising sport leaders create, maintain, evaluate, and publish officials schedules for designated IM sports on a by-weekly basis
  - Monitor staff hours and timeclock data, according to sub-it-up website
  - Complete payroll report and update budget on bi-weekly basis
  - Work in collaboration with marketing to create materials for the IM sports program such as flyers, pictures, videos, and other marketing materials necessary
  - Maintain and update intramural sport bulletin boards locations with marketing material, league standings, results, schedules, and championship photos
- Campus Recreational Services General Responsibilities Include:
- Assist with Residential Life Co-Rec Football programs
  - Participate in Recreational Services expos and/or informational sessions/fairs
  - Serve on appropriate student staff committees

**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](mailto:williams@binghamton.edu). Please indicate that you are applying for the IM position. Applications accepted through Friday, March 30, 2018.