



Graduate Assistant

JOB POSTING

Position: Intramural and Campus Recreation Graduate Assistant
Department: Athletics, Center for Student Engagement
Reports to: Andrew Fee, Director

Summary of Responsibilities: Provide support to the Director of Athletic Operations in the development and management of the Intramurals Program including: planning, promoting, scheduling, supervising, and evaluating intramural programming; providing leadership for student staff, team captains, and intramural participants; building and maintaining relationships with student participants and campus departments; and managing equipment and facilities. The position will also help promote campus recreation with the planning and implementation of fitness center activities and campus recreation events.

Essential Responsibilities: (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

A. Intramural Activities

- 1) Oversee the coordination of all intramural events
- 2) Recruit, hire, train, and supervise student intramural referees
- 3) Provide on-site leadership for scheduled events
- 4) Collaborate with Facilities, Varsity Athletics, Physical Education, and Club Sports when developing semester schedules and programs
- 5) Collaborate with the Fitness Center and Health Services to development wellness programs
- 6) Foster development of the Department's stated learning and programmatic outcomes
- 7) Oversee the upkeep, purchasing, and organization of all intramural equipment
- 8) Assist in the preparation of flyers, registration forms, rules, and policies for intramural events
- 9) Be an active member of at least one Student Development committee

B. Recreation

- 1) Facilitate student recreational activities and train others to professionally perform these tasks.
- 2) Develop and implement strategic risk management strategies.
- 3) Provide oversight for the funding, approval, programming, and policy initiatives for campus recreation.
- 4) Work consistently with fitness center director and employees.

C. Supervision:

- 1) Supervise student employees including: interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.
- 2) Must have a mindset of mentoring employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

Secondary Responsibilities: (These are responsibilities that may be delegated in order to make reasonable accommodation for an employee)

- A.** Assist Director with administrative tasks including: office coverage, answering phones, database upkeep, office communication, distributing all-campus emails, and other duties as assigned.

Performance Development Areas will include: Communication, Job/Technical Knowledge, Teamwork/Cooperation, Initiative/Interest/Motivation, Adaptability/Flexibility, Stewardship and Safety.

Qualifications - Minimum:

Education: Bachelor's Degree; must be enrolled in Geneva College's Master of Arts in Higher Education program.

Christian Commitment: Eligible candidates must be a thoughtful and articulate Christian and an active member of a Christian evangelical church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College's "Foundational Concepts of Christian Education" by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

Application Process: Interested applicants should send a cover letter, resume, statement of faith, and names with contact information for three references to ATTN: Andrew Fee / 3200 College Avenue / Beaver Falls, PA 15010.

ajfee1@geneva.edu. Applications will be reviewed upon receipt.