Responsibilities:

- Assist with the implementation and coordination of the competitive sports program.
- Assist in scheduling student staff utilizing When To Work scheduling software.
- Nightly and/or weekend supervision at the Rec Sports Complex/Ramsey Student Center and Club Sports Complex.
- Supervise and conduct regular meetings with assigned program assistants.
- Assist with Summer Youth Camp Program.
- Prepare and conduct Club Sport Officer Trainings.
- Assist with the administrative compliance of Club Sports including but not limited to rosters, waivers, CPR/AED and First Aid certifications, practice and competition schedules, budget request forms.
- Send weekly emails to club presidents regarding deadlines, meetings, upcoming events and important information.
- Review weekly reports and address questions, comments, and concerns raised by Club Officers.
- Assist with the Club Sports budget allocation hearing process and attend all meetings.
- Assist with the coordination of the contingency fund proposals and allocation.
- Prepare all materials for information fairs, sign-ups, postseason captains’ meetings and officials’ meetings.
- Formulate questions and monitor Captains Quizzes and assist in running Postseason Captains’ meetings.
- Attend all officials’ meetings for assigned sports and assist with training, scheduling, and evaluating of student officials.
- Prepare digital end of sport reports, forms, and score sheets needed for assigned programs.
- Schedule regular season and tournament games/matches.
- Monitor defaults, forfeits, and rankings throughout the season.
- Attend assigned sports/programs regularly.
- Attend Recreational Sports and Competitive Sports staff meetings as assigned.
- Assist with coordination of extramural events held on campus and throughout the region.
- Fulfill additional departmental duties as assigned.

Qualifications:

- Earned Bachelor’s degree in Sports Administration, Recreation, or related field.
- Intramural/Club sports work experience preferred.
- Acceptance into a graduate program at the University of Georgia.
- Must have an interest in intramural sports and/or officiating.
- American Red Cross first aid and CPR/PRO with AED certification required.
- Must be available to work by August 1, 2016.

Please note the following Graduate School deadlines at the University of Georgia:

- Depending on your desired area of study, you will have to meet certain deadlines for applications. Find a full list of graduate degree programs and their respective deadlines here.
- Many Graduate Assistants for Recreational Sports choose programs housed within the College of Education (Sports Management & Policy, Athletic Training, etc.). A listing of those and other related programs can be found here. Please make note of application deadlines specific to the program you are interested in.
- Listings of Graduate School deadlines can be found here.