

Position Vacancy

Campus Recreation & Well-being Graduate Assistant

Westminster College is currently seeking applicants for the **Campus Recreation & Well-being Graduate Assistant** for the 2023-2024 academic year. This is a 10-month (Aug 1 to May 30) graduate assistantship with variable hours averaging 30 hours per week. Evening and weekend hours will be required. The Campus Recreation and Well-being GA is housed in the Wellness Center and will oversee campus recreation programs, including group fitness, intramurals, and recreational trips. The GA will develop and implement programming that supports the mental, physical and social well-being of students. Key partnerships for this position include athletics, student organizations, and Student Affairs partners.

Primary Functions

- Implement and promote a comprehensive fall and spring intramural sports schedule
- Oversight of recreation equipment and facilities for scheduling, preparation, and safety
- Implement and promote a comprehensive campus recreation program, including but not limited to group fitness classes, outdoor recreational use of campus grounds and off campus trips that promote an active lifestyle
- Develop marketing materials for programs and manage campus recreation social media platforms
- Collaborate with athletics, academics, and student organizations to coordinate and develop the program
- Supervise sports management practicum students
- Assist with budgeting and tracking of expenses

Secondary Functions

- Assessment of campus recreation and intramural programs
- Assists with other campus well-being programming and initiatives as requested

Qualifications

- Bachelor's degree from an accredited institution
- Experience with intramurals and/or recreational activity and event management
- Demonstrated leadership and organizational skills
- Broad range of familiarity with recreational equipment
- Demonstrates the ability to inventory and manage equipment and successfully promote events
- Availability to work a flexible schedule to meet the needs of students
- Possess CPR/AED /First Aid certification or must obtain within the first semester of employment

Supervision

This position is supervised by the Associate Director of Well-being programs and Violence Prevention.

Remuneration

- Graduate assistant salary is \$10,000 for the 10-month position
- Graduate assistants qualify for tuition remission at Westminster (2 classes per semester), on campus housing, and a meal plan
- Assistantships are awarded annually and may be renewed by mutual consent
- Option to purchase employee health insurance through UPMC
- Free use of on campus fitness facilities
- Free parking

To Apply: Please send cover letter, resume, and the names and contact information for at least three professional references by email to SAJobApplications@westminster.edu. Priority will be given to applications received by **April 30, 2023**, but will be accepted until position is filled.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.