

## Graduate Assistant - Campus Recreation & Intramurals

Westminster College is currently seeking applicants for the **Graduate Assistant - Campus Recreation & Intramurals**. This is a 10-month graduate assistantship with variable hours averaging 30 hours per week. The Campus Recreation and Intramurals GA is housed in the Wellness Center and will oversee campus recreation and intramural programs. Key partnerships for this position include athletics, sports management faculty, and student organizations. This position reports directly to the Director of the Wellness Center.

### Primary Functions

- Implement and promote a comprehensive Fall and Spring intramural sports schedule
- Oversight of intramural equipment and playing areas for preparation, safety, and scheduling
- Implement and promote a comprehensive campus recreation program, including but not limited to club sports, group fitness classes, and outdoor recreational use of campus grounds
- Oversight of recreation equipment and facilities for preparation, safety, and scheduling
- Collaborate with athletics, sports management faculty, and student organizations to coordinate and develop the program

### Secondary Functions

- Assessment of campus recreation and intramural programs

### 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 American Red Cross CPR/AED /First Aid Instructor certification or must obtain within the first semester of employment

### Supervision

This position is supervised by the Director of the Wellness Center.

### Remuneration

- Graduate assistant salary is \$10,000 for the 10-month position
- Graduate assistants qualify for tuition remission (2 classes per semester), on campus housing, and a meal plan
- Option to purchase employee health insurance
- 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](mailto:SAJobApplications@westminster.edu). Priority will be given to applications received by **August 6, 2021**, but will be accepted until position is filled.

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