



Graduate Assistant Position Description

Compensation and Term of Assistantship: \$11,000; 10 month appointment – August 1 – May 31; 20 hours per week; renewal of another 10 month appointment and/or summer hourly work based on successful performance evaluation

Summary: The Department of Campus Recreation will utilize graduate assistants to assist the professional staff in the administration, daily operations and development of a multi-faceted recreation program. Graduate Assistants will assist with student personnel management, special events and various administrative duties. Evening and weekend hours will be required.

Graduate Assistantships:

- Adventure Recreation
- Competitive Sports
- Facility Operations
- Fitness
- Marketing
- Student Development

General Expectations:

1. Adhere to Department of Campus Recreation Mission, Vision, philosophy of “EMPOWER”, ethics/values, policies and procedures and the UNCW Code of Student Life.
2. Promote and support departmental mission, vision, standards and programs. Exhibit highest commitment to student development and customer service.
3. Exhibit excellent interpersonal and communication skills and maintain a professional appearance (well-groomed and appropriately dressed) for all assignments and activities.
4. Represent the Department of Campus Recreation and the Division of Student Affairs in a positive way and conduct yourself professionally while attending meetings, collaborating with colleagues, working with student team members or participants.
5. Demonstrate ability to take initiative, problem solve, consult with direct supervisor prior to handling difficult situations that cannot be satisfactorily solved independently, collaborate effectively as a member of a goal-oriented team, and meet deadlines.
6. Participate in other University or Division of Student Affairs initiatives or programs and Departmental special events, committee, etc. as assigned by you supervisor.
7. Maintain affiliation and involvement with national, regional and state recreation associations.
8. Attend and be actively involved at Graduate Assistant Training (August), Beginning of the Year Training/Common Training (August and January), specific program area training/in-services (Fall/Spring), and Campus Rec Staff Meetings/Retreats (Fall/Spring).
9. Remain enrolled in good standing as a UNCW graduate student.
10. Become certified as an American Red Cross Instructor (CPR/First Aid/AED).

General Responsibilities (may vary by position):

1. Assist with hiring, training, scheduling, and evaluating student team members, interns, and practicum students.
2. Assist with managing payroll, operating budgets and annual reports, coordinating long-term projects relating to logistical support, program promotion and marketing, budget reporting and analysis, risk management, facility maintenance, program evaluation/assessment and analysis, general program planning and development.
3. Assist with the overall student development program, Beginning of the Year Training, and annual risk management exercise; especially pertaining to the professional development of Program Assistants.
4. As directed by supervisor, conduct weekly/monthly staff meetings and in-service trainings.
5. Assist with the development and execution of departmental special events.

6. Participate in departmental assessment efforts to continually enhance services.
7. Assist with facility supervision and operational responsibilities for the 165,000 sq/ft Student Recreation Center and satellite facilities on a rotating basis (weekends).
8. Work evening and weekend hours as required.

Specific Program Responsibilities:

Adventure Recreation

Reports to the Assistant Director of Campus Recreation – Adventure Recreation

Responsibilities include planning, organizing, implementing, supervising, and evaluating assigned programs and team members. Specific duties may include programming and administrative responsibilities with adventure trips, the climbing wall, challenge/ropes course, and equipment rentals; plan and conduct in-service trainings and staff meetings, and assist with facilitator and trip leader training classes; maintaining accurate statistical records related to participation, budget, and equipment inventory; supervision during trips, workshops, and scheduled programs; coordinate vehicle reservations and use; participant record keeping and documentation; distribution and collection of equipment; assist with post event evaluation; and assist with marketing requests and follow-up. Actively facilitate or lead challenge/ropes course programs or adventure trips. Previous experience leading water-based trips, overnight/extended trips, challenge course facilitation, climbing wall supervision and equipment maintenance is preferred.

Aquatics

Reports to the Assistant Director of Campus Recreation – Fitness and Aquatics

Responsibilities include planning, organizing, developing and implementing a comprehensive aquatics program; including special event, Learn-to-Swim, and Health & Safety programming. Directly responsible for coordinating Learn-to-Swim programs, Health & Safety programs and in-service trainings. Other responsibilities include Aquatic team member management (hiring, training, scheduling, supervising, and evaluating); assisting with daily facility and pump room maintenance (including routine safety inspections); assist in the management of special maintenance projects that occur throughout the year (including break periods); assisting with student payroll and budget planning, policy development, and the equipment inventory/purchasing process. Previous experience in programming and organizing learn-to-swim programs, summer camps, staff supervision, pump room and water clarity maintenance preferred.

Preferred Certifications: WSI or WSI-IT, LGI or LGI-IT, CPO, and/or AFO.

Competitive Sports

Reports to the Assistant Director of Campus Recreation – Competitive Sports

Responsibilities include planning, organizing, administering, and supervising competitive sports programs and team members as assigned. Specific duties include: recruiting, training, scheduling, supervising, and evaluating (including video evaluation) officials for assigned intramural sports activities; training, scheduling, supervising, and evaluating support staff for assigned intramural sports or Sport Club activities; maintaining accurate statistical records related to participation, budget, and equipment inventory; coordinating and communicating departmental programs and services to designated student representative groups; and conducting/instructing clinics and workshops on rules, playing techniques, officiating procedures, and intramural sports policies. Mentor assigned Sport Clubs; assist with Sport Club Council meetings and officer trainings, club budget allocation, roster and waiver management, home event planning and management, etc. Previous experience in programming and organizing intramural sports programs and previous experience officiating and/or officials' training is preferred.

Facility Operations

Reports to the Assistant Director of Campus Recreation – Facilities and Operations

Responsibilities include assisting with the overall operation of the Student Recreation Center for recreational programs. Prepare and supervise facilities for departmental programs; assist with scheduling of space and maintenance of equipment inventory; manage student team members including scheduling, training (conduct in-service trainings and staff meetings) and evaluating; evaluate facilities for continued operational effectiveness; and conduct risk management safety inspections. Additionally, the Graduate Assistant will assist in the management of special maintenance projects that occur throughout the year (including break periods). Previous experience in facility supervision, equipment inventory, and/or maintenance is preferred.

Fitness

Reports to the Assistant Director of Campus Recreation – Fitness and Aquatics

Responsibilities include planning, organizing, administering, and supervising fitness programs and team members as assigned. Specific duties may include: team member management (hiring, training, scheduling, evaluating, planning and conducting in-service trainings) and staff meetings; assist with the planning and conducting of ACE Curriculum Fitness Instructor Training and Train To Be A Trainer classes; fitness assessments and personal training; supervising the fitness center; conducting incentive and activity programs; assisting in the organization and administration of the group fitness program to include video evaluation; overseeing statistical information, equipment, and facility needs; instructing various Strength/Cardio/Mind + Body programs; and well-being event planning, development and implementation. Previous experience with teaching group exercise (Strength/Cardio/Mind + Body) classes, performing fitness assessments and personal training and knowledge of human anatomy, muscle physiology and biomechanics is preferred. Nationally recognized Personal Training and/or Group Fitness certification is required, or ability to obtain within first semester of graduate assistantship.

Marketing

Reports to the Recreation Program Coordinator

Responsibilities include organizing, developing, managing, and implementing overall marketing plan, marketing strategies and projects for the Department of Campus Recreation or within assigned program areas. Assist the Recreation Program Coordinator with information fairs, special events and various activities within specific program areas. Other duties include development and management of website and social media, brochures/posters/flyers, public service announcements, and database management; strategy planning and targeting efforts; conduct presentations to designated groups; and assist with set-up/take down and logistical concerns for information fairs and special events. Manage the marketing student staff (schedule, train, evaluate), plan and facilitate marketing staff meetings (scheduling, creating/sharing agendas, incorporating in-service training & teambuilding), and assigns duties or projects. Directly responsible for the proofing process of all marketing materials created by marketing team members. Previous experience with marketing programs or events, Adobe Suite software (Illustrator, Photoshop, InDesign, etc.), graphic design and layout skills, working with a variety of social media platforms, photography, website development and management, creating and writing brochures and public service announcements and proofreading is preferred.

Student Development

Reports to Associate Director, Programming and Risk Management

Responsibilities include developing, organizing, managing and implementing the overall student development program for the Department of Campus Recreation. Develop, coordinate, market and lead the Seahawk Recreation Leadership Series (workshops/trainings/activities designed to promote professional and personal development in and out of the workplace). Work collaboratively to create goals, objectives and outcomes for the Seahawk Recreation Development Program. Coordinate, develop and lead our Beginning of the Year Training and other common trainings. Assist in the management and oversight of the Student Advisory Board and their programming efforts (student social event, service projects, etc.). Coordinate, develop, and lead new student team member orientations (onboarding

program) to ensure consistent information and preparation is provided to all student team members. Create, design, and implement on-line training and/or development modules for use with leadership series and/or onboarding. Work collaboratively to plan and implement employee recognition awards and events. Assist in creating and developing new methods to improve student staff performance, engagement and morale. Conduct assessment and solicit feedback of trainings and development modules. This Graduate Assistant will work collaboratively with all professional staff members and Graduate Assistants within Campus Recreation. Produce bi-annual and annual training reports. Previous experience leading employee training, group facilitation, and team-building is preferred.

Learning Outcomes

- To communicate concepts and instructions efficiently and articulately to a variety of communication and learning styles (Effective Communication).
- To integrate contextual knowledge into practical applications by developing organized processes for managing crisis, enforcing policies and diffusing conflict (Informed Reasoning).
- To acquire and consciously apply appropriate leadership models when interacting with peers, student team members and participants (Personal Responsibility).
- To demonstrate the ability to set specific, measurable, achievable, relevant, and timely objectives to accomplish goals, stay motivated and manage personal, academic, and work responsibilities (Personal Responsibility).
- To display the ability to interact, facilitate and lead a variety of groups and individuals with dissimilar backgrounds (Inclusion and Multicultural Competence).
- To express the importance of commitment, ethics, values, integrity and contributions to being a successful team member (Personal Responsibility).

Skills Acquired

- Professionalism and Leadership
- Personnel Management
- Risk and crisis management coordination/training
- Time management
- Communication skills/techniques and soft skills
- Critical thinking, informed reasoning and problem solving
- Technical skills related to your specific program area

Application and Process: Applications will be accepted until positions are filled. Preference will be given to applications received by February 26th. Submit letter of application, resume, list of at least two references, and copy of unofficial transcript and assistantship positions of choice by emailing parkerd@uncw.edu.

For more information or questions about the graduate assistant application process, please contact David Parker, parkerd@uncw.edu.

All potential Graduate Assistants must apply and be accepted to The Graduate School at UNCW before final offer can be extended. Application Deadline is typically March 1st but each program is a little different and some have priority consideration dates. A minimum GPA of 3.0 is required for acceptance into any graduate program. Test scores are required by some, but not all, programs. Please review www.uncw.edu/gradschool/admissions/deadlines.html for program requirements.

Applicants may visit www.uncw.edu/gradschool for general graduate school information and to apply.

Equal Education and Employment Opportunity

The University of North Carolina Wilmington is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex (such as gender, marital status, and pregnancy), age, color, national origin (including ethnicity), creed, religion, disability, sexual orientation, political affiliation, veteran status or relationship to other university constituents—except where sex, age, or ability represent bona fide educational or occupational qualifications or where marital status is a statutorily established eligibility criterion for state-funded employee benefit programs.