

UW-La Crosse Recreational Sports

Intramural Sports Graduate Assistant Job Description

Program Description

The goal of the Intramural Sports Program is to provide each individual the opportunity to participate in his/her favorite type of competition and to explore and enjoy new or untried sport activities all in a safe, fair and fun environment. The Intramural Sports Program includes individual, dual, and team competitions in a variety of events, and in men's, women's, and co-rec divisions.

Responsibilities

Responsible for working with the Intramural Sports Coordinator, Student Coordinators and Intramural Supervisors to plan, organize, and administer all aspects of intramural leagues for assigned activities. Graduate assistant will need general understanding of sport rules, official's mechanics, intramural policies and procedures as well as working knowledge of Microsoft Office applications.

Duties Include (but not limited to):

- Assist in the planning of undergraduate supervisor staff training sessions
- Assist in the development of weekly meeting agendas for intramural and service staff member
- Work in correlation with the supervisor staff to oversee nightly operations, which may include the attendance/observance of activities and circumstantial supervising/officiating of an activity
- Serve as a liaison, mentor and co-supervisor to at least two (2) undergraduate student coordinators
- Organize and implement all daily administrative aspects of leagues/activities
 - assist in overall intramural-related facility operations (reservations, risk assessment, weather checks, field lining, etc.)
 - prepare activity registration, regular season and playoff materials
 - print scoresheets
 - prepare paperwork for nightly staff shifts
 - monitor roster legality and participant eligibility
 - assist with equipment inventory and monitor equipment usage
 - track contest forfeits/defaults and other fees (i.e. lost/damaged equipment)
 - engage with the campus community via intramural email and social media accounts
 - aid in making decisions on protests and player/staff conduct
- Work with the coordinator to recruit, hire, train, schedule and evaluate officials and scorekeepers
 - plan, organize and conduct training clinics
 - schedule officials/scorekeepers for league play and playoff contests
 - work with intramural supervisors to conduct evaluations
 - assist with nomination process for officials/scorekeepers of the week and appreciation socials
 - oversee payroll and employee eligibility paperwork with office manager
 - aid in the development of the Student Officials Association and corresponding materials
- Assemble final activity reports and evaluate activity operations
- Work with the coordinator to improve activity rules and collect/assess suggestions/feedback from participants and staff
- Complete full evaluations of undergraduate supervisor and professional staff members
- Participate in Recreational Sports staff training and development activities

- Maintain current certifications in first aid, CPR, and AED
- Other duties as assigned

Stipend: \$10,745 with full benefits included. This position does not grant a tuition waiver.

Apply Online: <https://employment.uwlax.edu/> Click on Graduate Assistant (GA)

For More Information: Contact Mo McAlpine at 608-785-8698 or mmcalpine@uwlax.edu