



## Graduate Assistant Sport Clubs and Events

**Program Description:** The Rec Sports Department provides leadership to the growing Sport Clubs and Events program areas. Sports Clubs is one of the largest student run organizations. There are currently 21 sport club teams (activity, competitive on-campus, and competitive off campus clubs) with a membership of nearly 400 students. Events are organized under 3 areas of activity: late night events, road races, and tournaments with over 10,000 total participations.

**Responsibilities:** The Rec Sports Graduate Assistant (GA) will support the Coordinator of Sport Clubs & Events to administer, coordinate, plan, organize, implement and provide leadership to Sport Clubs and Events.

### Duties include:

1. Lead sport club and executive council membership meetings.
  - a. organize weekly meetings and trainings for the executive council
  - b. assist with semester meetings with club officers
  - c. assist in the development and implementation of New Officer training (Fall/Spring)
  - d. send out communications to teams about upcoming deadlines and events
2. Ensure sport clubs follow all applicable policies and procedures.
  - a. maintain and update sport club handbook used by members and club officers
  - b. update sport club and events websites to reflect changes in policies and procedures
  - c. update team memberships, liability and medical waivers, and team travel paperwork
  - d. initiate discipline action when needed
3. Assist in scheduling athletic trainers for home competitions and events.
4. Serve as the event manager during home competitions and events
  - a. ensure facilities and equipment are properly set up
  - b. supervise home club competitions- scheduling facilities, event staff
  - c. supervise event supervisors, planning committee and volunteers
5. Provide leadership to event supervisors and event planning committees
  - a. recruit committee members to assist with event planning
  - b. develop committee responsibilities
  - c. lead and organize planning meetings
6. Assist in fundraising, marketing, and sponsorships for sport clubs and events.
7. Participate in Recreational Sports staff training and development activities.
8. Maintain current certifications in first aid, CPR, and AED.
9. Other duties as assigned.

**Stipend:** \$10,300 and 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