Graduate Assistant of Intramural/Club Sports

This is a position under the direction of the Coordinator of Intramural/Club Sports. The Graduate Assistant of Intramural/Club Sports will be responsible for researching, developing, planning and managing all aspects of the Intramural and Sport Club programs for Campus Recreation Intramural Services.

Primary Responsibilities

Intramural Sports

• Coordinate the recruitment, hiring, training, development, scheduling, corrective action, and retention of sports officials, support staff, and leaders for nine team/league sports as well as several other leagues and special events.
• Oversee payroll entry for Intramural student staff
• Conduct league and special event scheduling for all IM Sports through IMLeagues.com
• Assist with facility reservation process for IM/Club events and practices
• Responsible for field lining and basic maintenance of Intramural fields
• Construct and evaluate assessment reports for all IM activities
• Assist with budget tracking, purchasing, and inventory for IM Sports program
• Review and recommend revision to intramural sport offerings, policies, procedures, and sport rules

Sport Clubs

• Conduct monthly Sport Club officer meetings
• Determine Allocations of the club funding budget
• Assist with budget tracking for Sport Clubs
• Serve as primary contact for Sport Club officers
• Provide counsel, leadership, and oversight to Sport Club officers
• Manage sport club documentation

Department Support

• Assist with the planning and execution of annual special events
• Assist with marketing responsibilities and website management
• Assist with the planning and execution of various youth-focused programs
• Other duties as assigned

Requirements

• A Bachelor’s degree from an accredited college or university, or recognized international institution of higher education
• Must work at least 20 hours a week (many evenings and weekends involved)
• Experiences in multiple facets of campus recreation are desired

Qualifications

• Knowledge of recreation/intramural programs and administrative duties, typically acquired through a degree or work experience
• Certification in CPR/AED and Standard First Aid (or within first six months of employment offered through CRIS)
• Previous experience in Recreational/Intramural Sports such as Intramural Sports, Facility Management, Special Events, and Marketing is desired
• Proficiency in Microsoft Office, Excel, PowerPoint, FUSION, EMS, IMLeagues
• Excellent leadership, communication, and customer service skills

Compensation includes monthly stipend. Contact Steve Whistler at 901.678.3460 for additional information. Interested applicants can submit resume and cover letter to Steve Whistler, swhistlr@memphis.edu.