

Position Title: Graduate Assistant for Intramural Sports and Open Gym

Position #: []

Department: Office of Student Engagement

Reports To: Director of Student Engagement

Supervises: Student Employees

Position Summary: Under the supervision of The Director of Student Engagement, the Graduate Assistant will perform a range of duties related to campus recreation initiatives and events.

This is a two year, 20 hours/week, appointment not to exceed 800 hours/year. Commitment runs approximately from August 4th – May 28th each of the two years.

Education Required: Bachelor's degree required; current enrollment in one of the degrees within the graduate program in Higher Education Leadership at Messiah University.

Experience Required: Working in a setting that requires significant interaction with people.

Experienced Preferred: Undergraduate campus recreation experience.

Skills, Characteristics Required for Position:

- Interest and enthusiasm for intramural sports and open gym programming and student engagement
- Ability to supervise student staff
- Ability to creatively design and effectively lead a recreation initiatives, programs, and events
- Excellent organizational, time-management, program-design skills, and ability to multi-task in a fast-paced environment
- Excellent people skills with demonstrable evidence of the ability to work with individuals of varying educational, financial, and cultural backgrounds
- Demonstrated knowledge and understanding of diversity
- Ability to work effectively with a wide range of campus constituents
- Highly professional, motivated, and creative
- Excellent verbal, listening, written, judgment, and interpersonal skills
- Conflict-resolution and problem-solving skills
- Ability and willingness to give and receive constructive feedback
- Ability to work independently and autonomously
- Christian faith commitment required

Special Working Conditions: Regular weekend and evening work.

Primary Duties	
1.	Assist in supervision, scheduling, hiring, training, and managing work-study students within Intramural Sports.
2.	Oversee all aspects of planning and day-to-day operations of intramural sport leagues.
3.	Oversee all aspects of planning and day-to-day operations of intramural sport tournaments.
4.	Oversee all aspects of planning and day-to-day operations of open gym.
5.	Manage intramural sports social media platforms with the assistance of student workers (content creators).

6.	Serve as the “on-call” employee for intramurals, open gym, facility operations, and staffing issues that arise.
7.	Develop and conduct assessment for various programs and services offered through Student Engagement.
8.	Attend regular Office of Student Engagement team meetings for the purposes of intra-team bonding, personal growth, and logistical planning.
9.	Serve as a Student Engagement Team Member by taking initiative and actively contributing to office-sponsored programs, professional development opportunities, staff meetings/training, and general administrative functions of the office.
10.	Maintain consistent and reliable attendance.
Secondary Duties	
1.	Be available to attend meetings, programs, and events outside of the normal workday (evenings & weekends).
2.	Meet regularly with supervisor.
3.	Maintain office standards and protocol with respect to processes, confidentiality, and other issues as they arise.
4.	Be knowledgeable about current issues in higher education, student affairs and broader culture.
5.	Be flexible, open-minded, and maintain a positive attitude.
6.	Serve on campus committees as requested.
7.	Other duties as assigned.