Binghamton University - Campus Recreational Services
Graduate Assistantship – Intramurals & Club Sports

The Department of Campus Recreational Services operates under the Division of Student Affairs and offers a multi-faceted program that is designed to encourage positive lifestyle choices and promote lifelong learning through both wellness and physical activity for Binghamton University students, faculty and staff. The Graduate Assistant (GA) must be a positive player on the CRS team of student and professional staff members.

The Intramural & Club Sports GA will gain valuable experience in planning, organizing, implementing and evaluating a wide range of programs and activities. Under the supervision of the Assistant Director of Intramurals & Club Sports, the GA will assist with the management and day-to-day operation of a comprehensive Intramural and Club Sports Program.

Intramural General Responsibilities Include:
- Assist with coordination and supervision of intramural sport leagues. This may include, but will not be limited to: league scheduling, on-site supervision, web page updating and statistic recording.
- Assist with personnel management (student staff training, scheduling, evaluation, and enforcement of rules and policies).
- Assist with the annual evaluation of and revision of sports rules, policies, and procedures associated with programming.
- Assist in generating a positive public relations program within the University community. This includes marketing the program as a whole.
- Daily interaction with participants and team captains.

Club Sports General Responsibilities Include:
- Assist with club participant registration, supervision and evaluation of practices, travel preparation, and statistic recording.
- Assist with the planning and supervision for home events.
- Assist with inventory control (collection and distribution of equipment).
- Daily interaction with club officers and members.
- Assist with the guidance of club sport leadership on matters of club management, organizational development, University/Campus Recreation/Club Sport rules/policies/procedures.
- Interact with club councils and committees (President, Rules, Financial).
- Support and encourage the concept of student leadership and development.

Campus Recreational Services General Responsibilities Include:
- Assist with Residential Life Co-Rec Football programs.
- Participate in Recreational Services expos and/or informational sessions/fairs.

Qualifications:
Candidates must be accepted into a Binghamton University graduate program for the 2016-2017 academic year. Candidates with a Bachelor's degree in recreation management, sports management, physical education or social sciences/student affairs program preferred. Candidates must be willing to obtain CPR, First Aid, and AED certification. Experience within Campus Recreation, Athletics or Intramurals/Club Sports is preferred. Strong written and oral communication skills required. Ability to multi-task and work as a team player is a must. Computer proficiency in MS Office required.

Stipend:
This assistantship includes a base stipend for the academic year of $9,400, paid biweekly. This position is represented by the Graduate Student Employees Union (GSEU) and the stipend includes all potential union-negotiated raises applicable for the academic year. Twenty hours of work per week is expected. Tuition scholarships may be available. Candidates may also have opportunities to earn certifications and/or attend applicable conferences, contingent upon satisfactory performance and evaluation.

Anticipated start date is August 8, 2016. Anticipated end date is May 19, 2017.

TO APPLY: Interested candidates should submit the general application on the Student Affairs website, resume, letter of interest summarizing qualifications and relevant experience, and three (3) letters of reference (preferably at least one on-campus reference), including reference contact information to Susan Williams at williams@binghamton.edu. Please indicate that you are applying for the IM/CS position. Applications accepted through Friday, March 25, 2016.

For questions specifically related to this position, email Susan Williams at williams@binghamton.edu.