Under the supervision of the Sr. Assistant Director-Sport Programs of Campus Recreational Services, the Graduate Assistant will be afforded key responsibilities and duties with the management and day-to-day operation of a comprehensive Club Sports Program as well as with/for the Department of Campus Recreational Services.

The Club Sports Graduate Assistant will gain valuable experience in planning, organizing, implementing and evaluating a wide range of programs and activities. The Club Sports Graduate Assistant will have opportunities to utilize and develop personal and professional skills needed to assist with the management of a comprehensive club sports program.

Club Sports Responsibilities Include:

- Act as a positive liaison for the university, department, and club sports program in all interactions
- Assist supervisor by working with club sport teams to assist with the resolution of specific and general club needs; support and encourage the concept of student leadership and development.
- Act as a direct liaison to the following clubs (11): Aikido, Badminton, Bowling, Brazilian Ju Jitsu, Golf, Kung Fu, Outdoors, Running, Swim, Table Tennis, Tae Kwon Do. It is expected to meet with these clubs at least once per month.
- Assist with the guidance of club sport leadership on matters of club management, organizational development, University/Campus Recreation/Club Sport rules/policies/procedures.
- Assist with the planning and supervision for home events. This includes coordination of appropriate student staff (supervisor(s) and time/scorekeepers), event set-up and break-down, actual supervision if needed.
- Act as primary supervisor for all home ice hockey club games and crew regatta off campus.
- Assist with the coordination, scheduling, supervision and evaluation of student supervisors for practices and events.
- Assist with personnel management (student staff time sheet confirmation and recording, enforcement of rules and policies).
- Assist in generating a positive public relations program within the University community. This includes marketing the program as a whole. GA will assist with providing web page updates and maintenance.
- Assist with participant registration. Become primary review source of participant registration forms including all B-Engaged materials.
- Act as primary contact with clubs regarding home and away event rosters. Along with student office staff, review and approve home and away rosters, develop travel related binders.
- Assist with practice evaluation and statistic recording.
- Assist with inventory control (collection and distribution of equipment).
- Provide monthly budget reports to presidents
- Assist with the review of new club sport proposals for 2017-2018.
- Assist with the annual evaluation of and revision of sports rules, policies, and procedures associated with programming.

Campus Recreational Services General Responsibilities Include:

- Participate in Campus Recreational Services expos and/or informational sessions/fairs.

Qualifications:
Candidates must be accepted into a Binghamton University graduate program for the 2017-2018 academic year and hold a Bachelor’s degree. 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. Candidates may also have opportunities to earn certifications and/or attend applicable conferences, contingent upon satisfactory performance and evaluation.

Anticipated start date is August 14, 2017. Anticipated end date is May 18, 2018.

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 30, 2017.

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