Job Description

Position Title: Graduate Assistant for Intramural Sports
Office: Campus Recreation and Wellness
Reports to: Assistant Director for Intramural Sports
Date: 2015

Primary Purpose: The Intramural Sports Graduate Assistant is a member of the Division of Student Affairs and is responsible for assisting in the planning, implementation, management, and evaluation of a comprehensive Intramural sports program offered through the Office of Recreation and Wellness. Additional responsibilities are as follows.

Essential Job Functions:

- Assist in the recruitment, hiring, and retention of sport officials;
- Schedule, supervise, and evaluate all related student and/or paraprofessional staff: approximately 25 people;
- Organize and conduct all officials’ clinics;
- Assist with conducting regular supervisors’ meetings and leadership training;
- Schedule student staff using online program;
- Oversee staff discipline cases;
- Serve as primary site-manager at assigned intramural and special event activities; specifically on weekends and evenings;
- Assist in online scheduling of all intramural leagues and tournaments;
- Entry of daily scores, participation data and statistics on the school’s IMLeagues website;
- Manage all game defaults, forfeits, and rescheduling;
- Assist in the creation of a Sport Club program;
• Complete assessment reports of all Intramural activities;
• Conduct performance evaluations for all officials and supervisors each semester;
• Oversee program marketing and promotion to target population;
• Assist with the evaluation and assessment of all related functions of the program;

**Additional Job Functions:**

Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applications or employees with disabilities and will make reasonable accommodations when necessary. The following are abilities and physical requirements for all positions at the University.

• Ability to orally communicate effectively with others, with or without the use of an interpreter;
• Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids and services;
• Ability to work cooperatively with colleagues and supervisory staffs at all levels;
• May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties;
• May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils, calculators, computer keyboards, and telephones;
• May be required to transport oneself to other campus offices, conference rooms and, on occasions, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.;

**Marginal Job Function:**

• To assist with annual budget preparation and yearly allocations
• To work with the grounds staff on field maintenance
• To assist with program development at all NSU campuses
• To do other relevant duties as assigned
• To serve on committees where deemed appropriate

**Qualifications**

• Bachelor’s degree from an accredited University in a relevant discipline
• 1-2 years of experience in the provision of collegiate Intramural sports
• NIRSA affiliation preferred
• Sports official certification preferred

• Acceptance to an NSU Graduate Program