Recreation & Wellness
Intramural & Extramural Sports Graduate Assistant

Purpose
The purpose of the Recreation & Wellness Intramural & Extramural Sports Graduate Assistant (GA) is to assist the Assistant Director of Intramural and Extramural Sports with administrative responsibility for the Intramural & Extramural programs.

Responsibilities
The general responsibilities of the GA will include, but not be limited to:
- Recruit, train, supervise, and evaluate student Intramural managers and officials.
- Produce league schedules, tournament brackets, singles/dual events and meet sport schedules.
- Conduct clinics and workshops on rules, playing techniques, officiating procedures, and intramural sports policies.
- Maintain accurate statistical records related to participation, budget, and equipment inventory.
- Participate in disciplinary hearings for student employees and participants.
- Assist with Recreation & Wellness special events and other duties as assigned.

Qualifications
- Bachelor’s Degree
- Work experience within a comprehensive collegiate intramural sports program.
- Work experience in supervision of intramural sports personnel.
- Ability to organize and administer training clinics and evaluation systems related to officiating team sports.
- National/regional/NIRSA officials’ certification. (*Preferred but not required)
- CPR, First Aid, and AED certification.
- Possess good written and verbal skills.
- Computer proficient with Word, Excel, and Publisher.

Knowledge and skills derived from experience
- Provide Excellent Customer Service.
- Coordinating a comprehensive intramural program.
- Training intramural officials and managers.
- Evaluating programs and employees.
- Budget management and inventory control systems.
- Marketing and promotion of recreational programs.
- Experience working with a team of Recreation & Wellness professionals.

Suitable Academic Majors
Sports Management, Recreation Tourism Management, Exercise Science, Physical Education, Higher Education

Hours and Wage
The GA position requires 20 hours per week on an established schedule that fits with the student’s course demands, which will include weekdays, weeknights, weekends, and some holidays. A stipend of $10,000 will be paid over the fall and spring semesters. There is a 61% tuition and fees waiver for eligible out-of-state students. A full tuition waiver will be offered for Ph.D. students. Funding for professional development opportunities is also provided. Summer employment may be available. Employment contract runs August 10, 2019 through May 9, 2020 and maybe renewed based on performance evaluation.
Application Process
Applications will be accepted until the position is filled; however, preference will be given to applications received by February 19, 2019. Please submit a letter of application, resume, three references, current GPA, and GRE score (or date when taking) to the address below.

Applications submitted via bluefishjobs.com will not be reviewed.

Mail: Old Dominion University
      Recreation & Wellness Department
      4700 Powhatan Avenue, Suite 1207
      Norfolk, VA 23529-0200

Email: recwell@odu.edu

NOTE: The application deadline for graduate academic programs may vary; however, the deadline for the Sports Management program is March 1, 2019.

Old Dominion University is an equal opportunity, affirmative action employer and requires compliance with the Immigration Reform Act of 1986