

Graduate Assistant for Competitive Sports with Campus Recreation & Wellness Promotion

The Graduate Assistant (GA) of Competitive Sports for the Texas Christian University (TCU) Campus Recreation & Wellness Promotion department is a part-time (10-month), 20 hour per week position. This position includes a \$16,000 annual stipend based on enrollment within the institution. TCU's Competitive Sports program provides service the campus community through a robust intramural calendar and a myriad of sport clubs. The successful candidate can expect to be an integral part of the advertisement, organization, administration, and assessment of each facet of the competitive sport model. A list of essential job functions are as follows:

1. Intramural Sports – 40%

- a. Schedule leagues, tournaments, and single day events for the student body
- b. Revise and update rules, policies, and procedures regularly
- c. Assist with facility requests, field maintenance and painting requests, and IM Gem cart upkeep
- d. Resolve conflicts that involve incidents, protests, and/or accidents that occur during play in a timely manner

2. Club Sports – 35%

- a. Develop relationships with the sport club officers, coaches, advisors, and members through practice visits, attending sport club events and games, 1-on-1 meetings as needed, and regular email exchange
- b. Organize and monitor concussion testing, waiver completion, roster submission, and tracking of club budgets
- c. Create and facilitate agenda items (including content and activities as needed) for sport club officer trainings/work shops
- d. Assist with facility requests, field maintenance and painting requests, and sport club Gem cart upkeep

3. Staff development – 25%

- a. Recruit, select, train, and supervise 10-15 competitive sport supervisors, 30-40 student officials, and 5-10 participant services assistants
- b. Evaluate and educate each level relative to hard and soft skill development via an in-house 360-degree appraisal model
- c. Conduct staff meetings with each level on job-related duties as well as personal development initiatives

The role will have a mixture of office and field hour requirements, and some night and weekend work is required. This position reports to the Assistant Director of Campus Recreation and Wellness Promotions and may receive special projects from other pro-staff members as needed. This position requires high levels of organization, enthusiasm for sport administration, affinity for working with students, and autonomous functionality, and the successful candidate will have to demonstrate their abilities in the search process. A list of qualifications are as follows:

1. Required qualifications

- a. Acceptance and admittance into the TCU College of Education's Higher Education Leadership program
- b. Proficiency with technology (including Microsoft Office, SharePoint, IM Leagues, Fusion, Google Docs, Google Slides, Prezi, Engage, or similar platforms)
- c. Demonstrated communication, organizational and leadership skills
- d. Exceptional grasp of customer service, intrapersonal skills, servant leadership
- e. Effective problem solving and critical thinking skills that respond well under duress
- f. Experience in and leadership of a competitive sports, intramural sports, or sport clubs program

2. Preferred qualifications

- a. Sport-officiating experience
- b. Sport club officer experience
- c. Experience at extramural sporting events

As an AA/EEO employer, TCU recruits, hires, and promotes qualified persons in all job classifications without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law. Interested candidates will need to submit a **cover letter and resume, references, current GPA, and GRE scores (if taken) before January 1, 2021.**

For more information about the position, institution, or timeline, please reach out to:

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