University of Northern Iowa
Recreation Services

Position Title: Graduate Assistant for the Intramural Sports Program

Reports to: Cindy Klatt, Intramural Sports Coordinator; 319-273-5528; Recreation Services, WRC 101, University of Northern Iowa, Cedar Falls, Iowa, 50614-0201 cynthia.klatt@uni.edu,

Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.
- Punctuality, reliability and commitment required. Availability to work between 3:30 p.m. and 10:00 p.m. on a Monday through Thursday basis, along with two or three weekends required. There will also be short meetings every two weeks with the intramural coordinator and/or director.

Compensation:
- Full assistantship salary for 2018-19 will be $5176 per semester.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
- Assist with the organization, implementation and supervision of assigned team sports, individual/dual activities, open tournaments and meets (ie: softball, flag football, 6 on 6 volleyball, basketball, indoor track meet, swim meet, wrestling, etc...).
- Assist with the recruitment, training, supervision, evaluation and retention of sport officials.
- Assist with creating and implementing marketing strategies for the program.
- Work with assigned incentive programs.
- Assist with the development of the annual Intramural Sports Calendar.
- Coordinate and prepare outdoor fields and equipment as each activity requires.
- Assist with ensuring undergraduate supervisors and officials are briefed and understand the program Emergency Action Plan.
- Serve on student advisory boards as necessary or required.
Qualifications:

- Must be a full-time, degree seeking student in a UNI graduate program (e.g., Postsecondary Education: Student Affairs; Health Promotion, Leisure/Recreation or other closely related field preferred)
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Experience assisting with program planning, marketing and implementation
- Possess strong interpersonal and organization skills
- Demonstrate evidence of excellent written and oral communication skills
- Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner
- Ability to communicate effectively with a diverse population
- Experience teaching and facilitating programming
- A working knowledge of Microsoft Word, Excel, Publisher and Power Point
- B.A. degree in Physical Education or related field.

Application Process and Deadline: To apply, email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships), a letter of application, resume, and email addresses and telephone numbers of three (3) references to: Timothy Klatt, Associate Director/Recreation, timothy.klatt@uni.edu.

Applications received by April 30, 2018 will be given preferential consideration.