About SUNY Oswego

SUNY Oswego is located in Oswego, New York approximately 35 miles northwest of Syracuse and 65 miles east of Rochester. The College’s 690 acre tree-lined campus spreads along the southern shore of majestic Lake Ontario. Originally founded in 1861 as the Oswego Normal School, the College became a charter member of the State University of New York system in 1948. In 1962, it expanded from teacher education to a multi-purpose College of Arts and Sciences. Today the College offers over 100 undergraduate majors and 22 master's degree programs through the College of Arts and Sciences, the School of Business, and the School of Education.

Program Overview

Campus Recreation is a division of the Department of Campus Life that provides a variety of fun-filled, health promoting, physical and recreational activities conducive to wellness and personal development. Students, faculty, and staff participate in these activities through the following programs and services: intramural sports, open recreation, sport clubs, special events, and instructional programs.

Position Responsibilities

The Graduate Assistant for Special Events will serve as a member of the Campus Recreation staff. The Graduate Assistant will be an active team member and is expected to provide input toward the work of Campus Recreation including the evaluation of programs and services provided to the University community. The Graduate Assistant reports to the Director of Campus Recreation. The Graduate Assistant is responsible for the following:

1. Assist in planning, organizing, supervising, implementing, and evaluating all aspects associated with Special Events. Specific responsibilities include: plan and organize special events; work closely with the marketing team staff to promote events; arrange for food and beverages with Campus Catering where appropriate; work in conjunction with other groups and organizations on collaborative events; solicit businesses, other departments, and the local community for donations or incentives and prizes for events where appropriate; and work closely with Campus Recreation and Campus Life to schedule space for events.

2. Assist the student reservation assistant with any necessary aspects of facility reservations. Assist the marketing and promotion team with Campus Recreation publicity.

3. This position is 20 hours per week. The work week will consist of days or evenings, weekends and office hours. The work schedule will need to be flexible and may vary to accommodate programs and special events.

4. Develop new program proposals and initiatives for the campus community.

5. Participate in weekly staff meetings, student orientation and training sessions as deemed appropriate, and one on one meetings with supervisors.

6. Assist in hiring, training, supervising, scheduling, and evaluating the student special event assistant.

7. Assist with program evaluations and assessments.

8. Assist with resolving conflict at programs as needed.

9. Act as a liaison as needed for Campus Recreation with other departments on Campus.
10. Assist with other appropriate Campus Recreation Programs and Special Event duties as assigned by supervisors.

Qualifications
The successful candidate will present evidence of the following:

1. Full matriculation into a graduate program at SUNY Oswego.
2. Experience and interest in the areas of Intramural Sports, Recreation, Club Sports, Athletics, Wellness, or Health and/or a strong desire to gain a working knowledge of Campus Recreation.
3. Prior experience as a member or leader of a college student organization is desired.
4. Organizational skills, effective time management skills, strong oral and written communication skills, and high levels of energy and enthusiasm.
5. Prior experience supervising and training employees desired.
6. Event planning, organizing, and evaluation experience desired.
7. Ability to work as an effective member of a professional team.
8. Strong computer skills and the willingness to train in the Campus Recreation software programs.
9. American Red Cross CPR, First Aid, and AED certificate desired or willingness to obtain the certification required.

Appointment
The term of appointment runs from Thursday, August 14, 2014 through Friday, May 15, 2015 excluding some academic recesses. The position requires that the Graduate Assistant starts working one week prior to the first day of class in each semester. The Fall start date is August 14, 2014 and Spring start date is January 15, 2015. The Graduate Assistant for Campus Recreation is expected to work twenty (20) hours per week, excluding applicable holidays, during the term of appointment. Regular evening and weekend hours are required.

Remuneration
Compensation for the 2014-15 academic year includes a stipend of $8,680 or $4,000 plus $4,680 toward tuition. The stipend amount is subject to final budget allocations.

Rights and Privileges
1. Parking: Graduate Assistants are entitled to receive an employee parking sticker. Graduate Assistants do not pay a parking registration fee and they may park in employee parking lots.
2. College Store: Graduate Assistants are entitled to a 10% discount on textbooks purchased through the College Store.
3. Penfield Library: Graduate Assistants are entitled to an extended time when borrowing books from the library.
4. Holiday Leave (Stipendiary Appointments): Graduate Assistants are eligible for holiday leave. If there are no classes on a holiday, then holidays are considered holidays with pay. If a Graduate Assistant is required to work on such holidays, he/she is entitled to compensatory time off.
5. Sick Leave: Graduate Assistants are entitled to a maximum of five days of sick leave per academic year after one semester of service.

To Apply
Submit letter of application, resume, and three professional references names, e-mail, phone numbers, and how you know the individuals via e-mail to:

Mrs. Sandra Keenan Jeffers
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