



Department of Campus Life

Campus Recreation Graduate Assistant For Club Sports

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, Club Sports, advisement, special events, and instructional programs.

Position Responsibilities

The Graduate Assistant for Club Sports will serve as a member of the Campus Recreation staff. The Graduate Assistant will be an active team member and is expected to provide assistance toward the Campus Recreation programs and services offer to the University community. The Graduate Assistant reports to the Director of Campus Recreation.

The Graduate Assistant is responsible for the following:

1. Assist with all aspects of Club Sports migration to Campus Recreation. This involves but not limited to researching club sports policies, best practices, researching NIRSA guidelines involving Club Sports, and developing processes relating to club sports to assist with the transition of the clubs.
 - a. Research and develop processes for club sports. This includes but not limited to risk management procedures, safety procedures for emergencies, waiver for participation and travel, facility reservation process, verifying roster participation, and other areas deemed appropriate to club sports.
 - b. Research and develop an outline for the club sport council to include the purpose, members, goals, responsibilities, meeting agenda example, and attendance/participation expectations.
 - c. Research best practices of club sports equipment inventory and develop process that would meet the needs of SUNY Oswego club sports
 - d. Prepare guidelines for new equipment purchasing adhering to university purchasing procedures.
 - e. Develop a club sport handbook by researching best practices and using the SUNY Oswego student handbook.
2. Research and develop procedures for the budget process to include: timeline, annual budget submission process to the Director of Campus Recreation, and a process to account for expenditures and revenues of funds in the club sports budget. All consideration in these processes will include funding equity strategies, need base, and number of participants in clubs.

3. Design and develop an orientation session to educate club sports members on all new procedures, processes, and guidelines regarding club sports
4. Act as a liaison to Student Association involving club sports. Assist in other appropriate club sports duties as assigned by the supervisor.
5. Assist with facility safety inspections and checking in with clubs during practice and games that use the Campus Recreation facilities. Noting and prioritizing deficiencies requiring correction and notifying the Campus Recreation Coordinator of any service request needed.
6. Participate in weekly staff meetings, student orientation, and training sessions as deemed appropriate.

Qualifications

The successful candidate will present evidence of the following:

1. Fully matriculation at SUNY Oswego in a graduate program.
2. Experience and interest in the areas of Club Sports, Intramural Sports, Recreation, 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. Prior experience researching and developing processes desired.
5. Organizational skills, effective time management skills, strong oral and written communication skills, ability to work independently to complete tasks and research, and high levels of energy and enthusiasm.
6. Ability to work as an effective member of a team.
7. Strong computer skills and the willingness to train in the Campus Recreation software programs.
8. Ability to work independently within departmental standards of conduct and professional expectations.
9. Ability to take initiative to complete projects, to prioritize work, and meet deadlines.
10. American Red Cross CPR, First Aid, and AED certificate desired or willingness to obtain the certification required.
11. Ability to stay for two years desired.

Appointment

The term of appointment runs from Thursday, August 16, 2018 through Friday, May 17, 2019 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 16, 2018 and Spring start date is January 17, 2019. 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 2018-19 academic year includes \$9,000 toward tuition and/or stipend

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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