



Department of Campus Life

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## Campus Recreation Graduate Assistant for Intramural 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, sport clubs, special events, and instructional programs.

An anonymous Oswego alumnus has generously supported this position with a gift in memory of "Coach" David Campbell, the head of men's recreation in the late 1950s and early 1960s. Coach Campbell made a lasting impact on the alumnus and many young adults through his guidance and leadership.

### Position Responsibilities

The Graduate Assistant for Intramural 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 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 Assistant Director of Campus Recreation. The Graduate Assistant is responsible for the following:

1. Assist in planning, organizing, implementing, and evaluating all intramural sports programs. Specific responsibilities include: plan and organize intramural sports; complete sports schedules; plan, organize, and conduct captain's meetings for leagues; provide monthly program reports and participation statistics; and supervise student intramural employees.
2. This position is 20 hours per week. The work week will consist of evenings, weekends, and office hours. The work schedule will need to be flexible and may vary to accommodate programs and sports seasons.
3. Participate in weekly staff meetings, student orientation and training sessions as deemed appropriate, and one on one meetings with your supervisor.
4. Assist in hiring, training, supervising, scheduling, and evaluating all intramural staff.
5. Assist with program evaluations and assessments.
6. Assist with resolving conflict at programs as needed.
7. Act as a liaison as needed for Campus Recreation with other Departments on Campus.
8. Assist with other appropriate Intramural and Special Event duties as assigned by the supervisor.

## 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. Prior experience supervising and training employees desired.
5. Officiating experience in various sports or event planning, organizing, and evaluation experience desired.
5. Ability to work as an effective member of a professional team.
6. Strong computer skills and the willingness to train in the Campus Recreation software programs.
7. Organizational skills, effective time management skills, strong oral and written communication skills, and high levels of energy and enthusiasm.
8. 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 17, 2017 through Friday, May 11, 2018 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 17, 2017 and Spring start date is January 11, 2018. 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 2017-18 academic year includes \$9,000 toward tuition and stipend.

## 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, this position is open until filled:

Mrs. Sandra Keenan Jeffers  
Director of Campus Recreation  
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Phone (315) 312-3114