Graduate Assistant: Intramural Sports & Facilities

**General Job Description:**
Lerner Health and Wellness Center graduate assistants will have the opportunity to gain practical experience in all aspects of recreation facility management. All graduate assistants will work a minimum of 20 hours per week with the responsibility of managing the 189,000-sq. ft. Lerner Center and promoting health, wellness and recreation to the GW students, staff, faculty, alumni & community. This is a 10-month appointment with the opportunity for summer employment.

**Qualifications & Preferred Work Experience:**
The Campus Recreation Intramural Sports & Facilities Graduate Assistant, under the direction of the Assistant Director for Intramural Sports, will be the secondary point of contact for all aspects of Intramural Sports including implementing and upgrading policies and procedures which promote a well-organized Intramural Sports program. The Intramural Sports GA will manage the day-to-day operations of selected team sports and special events, plan and facilitate official’s clinics, attend various Intramural Sports activities to evaluate staff performance and conduct assessments of components of the Intramural Sports program. The Intramural Sports GA must have a basic knowledge of Intramural Sports administration and have officiating knowledge and experience in multiple sports. Additionally, an understanding of computers and website development, awareness of safety concerns and risk management, excellent oral and written communication skills, supervisory experience with students, staff, and participants is necessary.

**Responsibilities**
- Assist in managing the day-to-day operations of the Intramural Sports program
- Maintain daily office hours and scheduled supervision hours
- Hire, train, schedule, and evaluate Intramural Sports student officials
- Schedule and administer selected team sports (league and tournament) and special events
- Attend numerous intramural events and provide a positive example for staff and participants
- Organize and inspect equipment before each activity
- Plan and facilitate referee training clinics
- Update rosters and score sheets on a daily basis
- Maintain the Intramural Sports IMLeagues website
- Act as a liaison to the residence halls, clubs/organizations, and fraternities/sororities
- Provide ongoing evaluation and feedback of intramural programs and staff
- While acting as Manager on Duty, assist the Operations Manager as the point of contact for the facility for all daily operations and safety & security issues. This includes inspecting and monitoring of the facility, following the building schedule, as well as enforcing all established policies & procedures
- Supervise student employees, mediate disagreements, and resolve conflicts
- Take an active role in training and evaluating student employees under your supervision
• Work closely with the Operations Manager on any facility maintenance issues, to include leaks, damaged equipment or any unsafe conditions
• Assist in the implementation of the emergency action plan for weather, structural, and medical emergencies

Requirements

• Graduate Assistants are required to work 20 hours per week and will be paid approximately $10,000 plus tuition waiver
• This is a 10-month appointment
• Graduate Assistants will also be required to attend regularly scheduled staff meetings, and perform other related duties as assigned
• Graduate Assistants have an opportunity to earn additional money through Personal Training, teaching Group Fitness classes, officiating Intramural Sports, working Athletic Department events, or additional Campus Recreation programming

GW Campus Recreation reserves the right to modify this description if necessary

Please include your undergraduate GPA and relevant admissions test score(s) on your resume

Applicants must be accepted into a graduate program at The George Washington University.

View admission requirements by program

To apply for this position, please email a cover letter, resume, and list of references to:

HWCJobpost@gwu.edu

For Additional Information, contact:

Aubre Jones
Director, Recreational Sports
Lerner Health and Wellness Center
The George Washington University
2301 G Street, NW
Washington, DC 20052

Applications should be submitted by