Recreational Sports and Fitness (RSF)

Graduate Assistantship (GA)
Description of Opportunity

A. Position duration – This position is for no more than 19 hours/week for: 10 months (AY), with the GA’s option for a 2-month summer camp position. Position dates: Aug. 1 - May 31.

- **Brief Position Description** – GA for Intramurals and Club Sports
- Assist in the overall administrative and management of the Recreational Sports and Fitness program.
- Assist the Recreation Coordinator who oversees Club Sports and Intramural Sports.
- Assist in the scheduling, planning, supervising and leading student staff in the development of the Intramurals and Club Sports programs and Turf Field Operations.
- All RSF GA’s must be accepted into the MSU Graduate School and enrolled in a masters or higher degree level program.

This position will be evaluated and reviewed each semester by an RSF supervisor using the GA review form provided by The Graduate School.

B. Field-based skill description –
- To learn leadership and management strategies that will aid in supervision and management of student positions.
- To work with various campus recreation professionals that will guide each GA to learn the job responsibilities and develop their own management style.
C. **Transferable/portable skill description** –
- To acquire management and business skills transferable to any industry.
- Will learn planning, scheduling and marketing skills.
- Will learn how to be a team player on a very dynamic, visionary, and fast moving RSF team.
- How to apply passion for our industry to move into a career.
- Managing, projecting, interpreting fiscal budgets.

D. **Preferred skills/qualifications** –
- Proven experience working as a team player
- Excellent written and verbal communication skills
- Competence in basic word processing and spreadsheets
- Two years working with a campus recreation department or other similar organization
- Undergraduate degree (preferred course work in: recreation, management, business, sports science, fitness and related fields)
- Experience working with intramural sports or club sports
- Experience officiating sports and/or leading sport officials’ trainings
- Experience with imleagues software
- CPR/AED Certified
- Lifeguarding Certification

**To apply for a position**, please submit the following to MSU Recreational Sports and Fitness at RSFGTA@montana.edu by Jan. 18, 2019: (We will continue to accept applications until the GA position has been filled).
1. Current resume or CV
2. Two professional letters of recommendation
3. Letter of interest for this position to address:
   (Please limit responses to no more than 500 words per question)
   a) Why you are interested in the position and any special areas of interest you may have in the position?
   b) What can you contribute to RSF and the MSU students as a whole?
   c) How you will use your area of study to not only better the RSF Department and MSU students, but also the Graduate School and the MSU community?
   d) What do you see as the largest challenge for students to participate in campus recreation programs and facilities?
In addition, you will be expected to meet all the **Graduate School Qualifications:**

- Enrolled in at least 6 credits at the graduate level in each semester at MSU
- Maintain, term, cumulative and program of study GPA of 3.00 or better
- Make progress toward the achievement of the degree (e.g., sit and pass comp exams)

*This assistantship is a union represented position under the Graduate Employee Organization (GEO) bargaining unit, represented by MEA-MFT. If workplace issues arise, the student in the position will need to take concerns to their supervisor or the University's Human Resources department.

**GA Supervisor:**
Allie Bogard, Allison.bogard@montana.edu

**Position Description: Intramurals and Club Sports**

- Assist in the overall administration and management of the Intramural Sports program including the planning, development, implementation, and marketing of a comprehensive intramural sports program including all individual/dual sport and team sport activities.
- Experience in intramural sports officiating, intramural sport-specific rules knowledge, and IM Leagues preferred.
- Assist in recruiting, hiring, training, supervising, scheduling, and evaluating of student employees for intramural sports officiating and supervisory positions.
- Attend and conduct weekly/monthly staff meetings for Intramurals and Club Sports.
- Contribute to the improvement of the Club Sports program through the coordination of club travel, budget allocation, and policy development.
- Support the overall operation of the Recreation Turf Complex and Support Building.
- Help manage and operate the turf maintenance equipment and supervision of staff to effectively maintain facility safety, service excellence and function of equipment.
- Utilize Ungerboeck scheduling software to schedule Lambert field complex and coordinate events at the turf complex.
- Provide leadership within RSF by providing support to student staff, the Rec Manager for Intramurals and Club Sports, and the other graduate and full-time staff.
- Participate in professional staff meetings.

**Works primarily with:**

- Undergraduate students
- Graduate students
- Faculty
- Staff
GA Focus:
- College students and their development
- Higher education leadership, administration, and organization
- Institutional and program evaluation, assessment, and accreditation

Aligning with the graduate programs:
- The GA’s will be mentored by professional RSF staff members in their own leadership development but also to learn how to train student leaders. RSF has a structured training program with clear job descriptions to help students succeed.
- The GA's will have the opportunity to interface with departments across campus on a regular basis; i.e. Office of Activities and Engagement, Residence Life, Student Success, Sports Facilities, Health and Human Development and more.
- Each program unit is required to turn in a “year end report”. The GA will help with this report by documenting participation numbers and changes to the program. They will help evaluate the success of each activity and make recommendations to improve, cancel or change the activity in order to guide resources to increase participation and engagement in line with the mission and goals of MSU and RSF.

Structure
- We have a very flexible assistantship. While we have a very engaging assistantship, there will be more supervision in the first few months and it is our hope that as the GA learns the duties and responsibilities, they will be able to function more autonomously. The supervisor will be there as needed and work with the intern to help the intern work towards their career goals.

Supervision
- It is important that the GA interact closely with our team of professionals. There are several members on the RSF Team that can offer great advice and will work with the intern to match their experience with their career goals.

Performance and Feedback
- Each GA will receive a formal evaluation each semester. This is important to make sure both the assistant and the supervisor are achieving the goals set out at the beginning of the term.
- We believe that regular feedback is critical to keep everyone on track and focused on the duties and charges for the term. This usually comes in the
form of goal setting, personal meetings and staff meetings where we often provide Kudos to those staff members that go above and beyond.

Compensation
• Stipend: Minimum of $1,100/month for an appointment requiring no more than 19 hours a week.
• RSF will cover the cost of 10 credits tuition/semester for GA’s accepted into this program. University fees and other fees are the responsibility of the student.
• Additional payment by RSF: Mandatory additional payment of $130 per month for living expenses, as per the Collective Bargaining Agreement (CBA).
• Professional development is very important to us: RSF will provide compensation to attend a limited number of regional professional development conferences and workshops. There are also funds available to attend national or world conferences, but the assistant must apply for these funds.

GA Conduct
• Exercise a sense of responsibility, judgment, and integrity on and off campus. This includes, but is not limited to, compliance with all RSF and MSU policies; the Student Conduct Code; local, state, and federal laws.
• Know, understand and adhere to University policies. Be well versed in the rationale behind them so that you can inform students of this information properly.