Recreational Sports and Fitness (RSF)

Graduate Assistantship (GTA)
Description of Opportunity

A. Position duration – This position is for 19 hours/week for: 10 months (AY), with option of a 2 month summer camp position. Position dates: Aug. 10- May 10.

B. Position description – GTA for RSF Operations
- Assist in the overall administrative and management of the Recreational Sports and Fitness program.
- Assist the Recreation Coordinator who oversees RSF Operations.
- Assist in the development of a student staff leadership training program.
- Assist in the scheduling, planning, supervising and leading student staff in the development of the program.
- GTA’s will enroll and be accepted to a masters level (or higher) program.
- The GTA is intended to be a 2 year assistantship
  - The GTA will be evaluated and reviewed each semester.
  - RSF and/or the academic department may terminate the assistantship at any time.

C. Field-based skill description –
- This position will introduce you to university administration. To learn how to navigate MSU and to be a productive team player within it.
- To learn many leadership and management strategies to work with students and their positions.
- To work with many campus recreation professionals that will guide each GTA to learn the job responsibilities and develop their own management style.

D. 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.

E. **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)
• CPR/AED (can be taught by RSF)

**To apply for a position**, please submit the following to James Shepherd james.shepherd@montana.edu by [Feb. 15, 2016.]: (We will continue to accept applications until the GTA positions have 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 of the **Graduate School Qualifications**:
• Full-time (6-9 credits each semester), degree-seeking graduate program at MSU
• Cumulative and program of study GPA of 3.0 or better
• Making progress toward the achievement of their degree
*This position is part of the **Graduate Student Union**. As such, the student in the position must pay monthly union dues. If workplace issues arise, the student in the position will need to take concerns to their supervisor or the University’s Human Resources department.
GTA Supervisor:
James Shepherd  james.shepherd@montana.edu

Position Description
RSF Operations
• Support the overall operation of the 168,000sf. Marga Hosaeus Fitness Center that includes three multipurpose gymnasiuems, climbing wall, 15,000sf. fitness and weight areas, three group fitness studios, indoor pool and 9 racquetball/squash courts.
• Manage the student maintenance and supervision staff to effectively maintain facility safety, service excellence and function of equipment.
• Assist in the review and development of all risk management policies, procedures, and training of student staff.
• Supervise the welcome desk and equipment room operations including: equipment inventory for rental and retail sale, equipment orders and budget, point of sale transactions, Fusion software, and troubleshooting.
• Assist in recruiting, hiring, training, supervising, scheduling, and evaluating of student staff members.
• Provide leadership within the Fitness Center by providing support to student staff, the Coordinator for Operations, and the other GTA’s and full-time staff.
• Assist in the development of a student staff leadership training program.
• Participate in professional staff meetings.

Works primarily with:
___x_______ Undergraduate students
_______
___x_____ Graduate students
_______
___x____ Staff

The Adult & Higher Education AHE program focuses on:
• College students and their development
• Higher education leadership, administration, and organization
• Institutional and program evaluation, assessment, and accreditation

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Aligning with the AHE focus:
• The GTA’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 GTA’s will be required to work 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 GTA 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 GPA learns the duties and responsibilities they will be able to work 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 intern works 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 intern will receive a formal evaluation each semester. This is important to make sure both the intern 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 19 hours a week.
• Additional payment by RSF: Mandatory payment of an additional $120 per month for health insurance, 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 intern must apply for these funds.

GTA 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.