Recreational Sports and Fitness (RSF)

Graduate Assistantship (GTA)

Description of Opportunity

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

B. **Position description** – GTA for RSF Operations

- Assist in the overall administrative and management of the Recreational Sports and Fitness program.
- Assist the Recreation Manager for 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 or higher degree level program.

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

C. **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 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
   - CPR/AED

**To apply for a position**, please submit the following to MSU Recreational Sports and Fitness at RSFGTA@montana.edu by Jan. 8, 2018 (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 greatest challenge for students to participate in campus recreation programs and facilities?

As a degree-seeking graduate student, you will be expected to meet all the **Graduate School’s requirements**:
   - 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 position is part of the **Graduate Employee Organization**. As such, the student in the position must pay either monthly union dues or representation fees. Such fees are not the same as University fees. 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 168,000s.f. Marga Hosaeus Fitness Center that includes four multipurpose gymnasiums, climbing wall, 15,000s.f. fitness and weight areas, three group fitness studios, indoor pool and 9 racquetball/squash courts.
- Manage the facility/equipment maintenance and supervision of 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 Managers 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____ Faculty
___X____ Staff

GTA 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 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 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 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 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 GTA 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 GTA 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 GTA 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 6 credits tuition/semester for GTA’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.
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.