



**UNIVERSITY OF
GEORGIA**
Recreational Sports
Student Affairs

Competitive Sports
Graduate Assistant Position Description
2022-2023

9-MONTH POSITION BEGINNING AUGUST 1, 2022

The Graduate Assistant for Competitive Sports performs a significant role in the administration of the intramural sports and club sports programs. Under the supervision of the Assistant Director and Senior Coordinators for Competitive Sports, the Graduate Assistant serves as a leader and liaison to the Competitive Sports team (made up of Officials, Supervisors, Site Managers, and Program Assistants).

RESPONSIBILITIES:

1. Assist with the implementation and coordination of the competitive sports program.
2. Assist in scheduling student staff utilizing When To Work scheduling software.
3. Assist in hiring, training, scheduling, motivating, supervising and evaluating student employees
4. Nightly and/or weekend supervision at the Rec Sports Complex/Ramsey Student Center and Club Sports Complex.
5. Supervise and conduct regular meetings with assigned program assistants.
6. Assist with Summer Youth Camp Program.
7. Prepare and conduct Club Sport Officer Trainings.
8. Assist with the administrative compliance of Club Sports including but not limited to rosters, waivers, CPR/AED and First Aid certifications, practice and competition schedules, budget request forms.
9. Conduct assessments of assigned intramural sports
10. Prepare and assist in running Postseason Captains meetings
11. Send weekly emails to club presidents regarding deadlines, meetings, upcoming events and important information.
12. Serve as the primary Club Sports contact person for assigned teams
13. Review weekly reports and address questions, comments, and concerns raised by Club Officers.
14. Assist with the Club Sports budget allocation hearing process and attend all meetings.
15. Assist with the coordination of the contingency fund proposals and allocation.
16. Prepare all materials for information fairs, sign-ups, postseason captains' meetings and officials' meetings.
17. Formulate questions and monitor Captains Quizzes.
18. Attend all officials' meetings for assigned sports and assist with training, scheduling, and evaluating of student officials.
19. Prepare digital end of sport reports, forms, and score sheets needed for assigned programs.
20. Schedule regular season and tournament games/matches.
21. Monitor defaults, forfeits, and rankings throughout the season.
22. Attend assigned sports/programs regularly.
23. Attend Recreational Sports and Competitive Sports staff meetings as assigned.

24. Assist with coordination of extramural events held on campus and throughout the region.
25. Work cooperatively with other staff members to plan, organize and supervise departmental special events and projects
26. Fulfill additional departmental duties as assigned.

QUALIFICATIONS:

1. Earned Bachelor's degree
 2. Intramural sports/Club sports work experience preferred.
 3. Acceptance into a graduate program in a related field at the University of Georgia.
 4. American Red Cross first aid and CPR with AED (CPRO) certification required.
 5. Must be available to work by August 3, 2022.
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Thank you for your interest in being a graduate assistant in the Department of Recreational Sports at the University of Georgia. Please make sure that you submit your application and corresponding materials via our [online application form](#). Thanks and Go Dawgs!

Please be aware that offers for assistantship positions are contingent upon acceptance into the University Graduate School and the specific degree program you are applying for. Varying deadlines exist for all applications and it is the responsibility of the applicant to beware of these and apply accordingly.

Please follow [this link](#) to learn about domestic application deadlines for the UGA Graduate School. However, specific graduate programs have separate AND earlier deadlines (see below). Applicants MUST be accepted into the Graduate School before they can be accepted into the degree program of their choice. <http://grad.uga.edu/>

- Stipend for 9.5-month (August thru mid-May) assignment: \$22,483.00
- Summer employment is available after your first year of employment.
- All graduate students pay a \$25/semester tuition plus applicable fees; information on fees can be found at www.bursar.uga.edu. All students on assistantship are required to have health insurance and mandatory health insurance premiums will be deducted from your assistantship paycheck unless students qualify for to opt out of the University System's insurance plan. More info on health insurance can be found at www.hr.uga.edu/students.

Common programs that former Rec Sports graduate assistants have been enrolled in:

- Master of Science in Kinesiology
 - [Athletic Training](#)
 - [Exercise Physiology](#)
 - [Sport Management and Policy](#)
 - [Strength, Conditioning, and Fitness](#)
- [Master of Education in College Student Affairs Administration](#)
- [Master of Education in Higher Education Administration](#)

There are many graduate degree programs offered at the University of Georgia. If you have questions, please feel free to contact us at recsports@uga.edu.