

**JOB TITLE:** Competitive Sports & Youth Programs Graduate Assistant  
**DEPARTMENT:** Utah State University Campus Recreation  
**REPORTS TO:** Coordinator of Competitive Sports

### **Job Summary**

The Competitive Sports & Youth Programs Graduate Assistant (GA) will report directly to the Coordinator of Competitive Sports. The Competitive Sports & Youth Programs GA will be responsible for implementing policies and procedures, which contribute to the supervision, operation and advancement of the Club Sports, Intramural Sports, and Youth Programs. The GA will oversee the daily operation of sport activities, special events, registration process, plan and lead various referee/officer meetings, assess the programs and provide staff support, work to recruit and train summer camp counselors, implement special events, and plan for our summer youth camp. Participating as an active team member to the USU Campus Recreation Center Staff will be the expectation of the Graduate Assistant.

### **Primary Duties and Responsibilities**

- Assist with the overall management and supervision of the Competitive Sports Program
- Assist in the recruitment, hiring, training, scheduling, motivating, evaluation, and development of student staff
- Maintain daily office hours and scheduled nightly and/or weekend supervision/assessment hours
- Assist in the scheduling of student staff utilizing WhenToWork scheduling software
- Assist in the scheduling of facilities for all Competitive Sports programming using Fusion Play
- Assist in the planning and facilitation of our summer youth programs
- Evaluate and monitor the risk management plan for programs
- Prepare and assist in running Competitive Sports Supervisor meetings and trainings
- Oversee the inventory, repair, maintenance and replacement plan of sports equipment and apparel
- Plan and implement Competitive Sports programs, services and special events
- Assist with the Competitive Sports budget management including expense proposals and team allocations
- Assist in the development and implementation of program assessment and strategic planning
- Contribute positively to sports officials' and team officers' development and clinic/training programs
- Develop, update, and maintain program data and information including: registration process, program forms/reports, scoresheets, sportsmanship ratings, event summaries, program statistics, league, and all-campus standings
- Create itineraries and track the travel requirements for 2 assigned Club Sport teams
- Aid in the marketing of the program and maintain correct information on the website and social media outlets
- Attend program and extramural events and serve as a positive role model and resource for staff and participants



- Attend staff meetings and serve on university committees when requested
- Work cooperatively with other staff members to plan, organize, and supervise departmental special events
- Fulfill additional department duties as assigned

### Required Qualifications

- 1+ years' experience in Club and/or Intramural Sports programming
- Bachelor's Degree in Recreation, PE, Sports Management, or related field
- Enrollment in Utah State University Graduate Studies Program
- Must have 3.0 GPA in the last 60 credit hours and at least in the 40<sup>th</sup> percentile on the GRE or MAT
- American Red Cross First Aid and CPR/AED certification

### Preferred Work Experience

- NIRSA regional and national tournament officiating experience
- Officiating experience and rule knowledge in multiple sports or High School Certifications
- Experience with using WhenToWork, DoSportsEasy, and FusionIM/Fusion Play software
- Knowledge and experience in Campus Rec scheduling, registration, risk management, assessment, training and supervision

### Application/Selection Process

- Applicants must submit a cover letter, resume, and three references to Bailey Adams – Assistant Director of Intramurals & Youth Programs
  - [Bailey.daniel.adams@usu.edu](mailto:Bailey.daniel.adams@usu.edu) | (435) 797-2236

### Graduate Assistantship

- \$13,000 assistantship, plus full tuition, and subsidized insurance is available. Student fees/tuition differential are to be paid by the student. Up to an additional \$1,000 for professional development opportunities. This position is a 9-month appointment with summer work opportunities available. Employment dates: 8/1/2024 – 4/30/2025 & 8/1/2025 – 4/30/2026
- Please note the assistantship will go to \$13,000 for the second year provided the GA has a good performance review with the supervisor

**Common Graduate Programs for Campus Recreation GA's**[Department of Kinesiology and Health Science](#)

- Master of Education in Sport and Physical Education
- Master of Health Promotion
- Master of Fitness Promotion (MFP)
- Master of Science in Health & Movement with specializations in: Exercise Science, Health Education, and Sports Medicine
- Master of Sport Management

[Nutrition, Dietetics, and Food Sciences Department](#)

- Dietetics Administration

[Environment and Society Department](#)

- Recreation Resource Management

[John M. Huntsman School of Business](#)

- Master of Business Administration
- Master of Human Resources

**About Campus Recreation**

The Department of Campus Recreation at Utah State University is housed in the Division of Student Affairs and is one of the most dynamic growing departments on campus. Campus Recreation provides wellness and healthy lifestyle-oriented programs, events, and services to Utah State University students and employees via five program areas: Aquatics, Fitness, Club Sports, Intramurals, Outdoor Recreation. Facility operations supplement the program area functions and provide seamless customer service to USU students, employees, and the community. Campus Recreation creates opportunities for student to enhance the college experience through play, wellness, and adventure. To learn more about Campus Recreation, visit our website at [campusrec.usu.edu](http://campusrec.usu.edu).