**POSITION DESCRIPTION**

**Incumbent:**

**Classification:** Pre-Professional Graduate Assistant; 50%, 9 months.

**Organizational Relationships:** Reports to the Student Development Coordinator

**Department:** Campus Recreation

**Crew/Home Org:**

**Spending Authority greater than $5,000:**

**Exempt Status:**

**Supervisory:**

**Supervisor:**

**Supervise more than 20:**

**C-FOAPAL:**

**Date of PD:** February, 2016

**JOB SUMMARY:**
Assist in the development of student staff through training and supervision. Provide leadership in Risk Management and assistance to program areas through special projects or events.

**DUTIES & RESPONSIBILITIES:**

1. Assist with the development and implementation of student employee training program which could include design and facilitation.
2. Lead New Employee Orientation Sessions
3. Coordinate CPR/First Aid Training for Employees
   a. Scheduling Courses and Instructors
   b. Managing Certifications
   c. Monitoring Compliance
4. Participate in Campus Recreation Risk Management Committee responsible for auditing student employees and assisting with departmental Emergency Response training.
5. Assist Program Areas (which could include Aquatics, Adventure Recreation, Clubs Sports, Events, Facility Management, Fitness/Wellness, Intramurals, Ice Arena Activities, and Member Services) in the areas of
   a. Event or project management
   b. Assessment
   c. Hiring and Evaluation of student employees
6. Professional Development Opportunities & Expectations
   - Assist with other Campus Recreation programs as needed.
   - State and Regional Conference travel opportunities.
   - Expected involvement and leadership in Student Advisory committee
   - Opportunities to participate in departmental committees.
   - Opportunities to work in different areas of Campus Recreation to broaden recreational learning and experience.
   - Maintain current certifications in CPR/AED/First Aid and Blood Borne Pathogen Training.
PERSONAL RELATIONSHIPS:
A. Personal Contacts
   • Professional Staff: Daily interaction with professional staff within Campus Recreation, the Division of Student Affairs and various other members of the University of Illinois.
   • Student Staff: Interactions with members of the entire Campus Recreation student staff.
   • Patrons: Daily interactions with Campus Recreation, University and community members.

MINIMUM WORK REQUIREMENTS:
   • Position requires flexible work schedule, including evenings and weekends as necessary.

REQUIRED EDUCATION AND EXPERIENCE:
1. Bachelor’s Degree, preferably in Recreation, Sport, Tourism Management, Kinesiology, Community Health or Education.
2. Preferred experience with employee training.
3. Acceptance into graduate school at the University of Illinois.
4. To receive tuition waiver, acceptance into the Recreation, Sport and Tourism program in the College of Applied Health Sciences (offer will be contingent upon formal acceptance to program)
   a. Minimum Qualifications for Acceptance
      i. GRE required
      ii. GPA of 3.0 or higher
      iii. Three professional letters of references with two being from faculty.

APPLICATION INSTRUCTIONS:
1. Email a resume, cover letter and contact information for three professional references to Jessica Gentry, Associate Director of Programs, Campus Recreation, University of Illinois at jgentry@illinois.edu by March 1, 2017.
2. Cover letter or resume should indicate (yes or no) if you meet the minimum qualifications for graduate admission.