POSITION: INTRAMURALS GRADUATE ASSISTANT

JOB SUMMARY:
Assist in the development of student staff and sport officials. To oversee the daily operations of the Intramural Sports Program including, but not limited to: scheduling, officiating, supervising, training and risk management. The secondary purpose of this position is to provide development opportunities to the incumbent which could include special projects and/or assignments.

ORGANIZATIONAL RELATIONSHIPS:
Director
Associate Director of Programs
Assistant Director of Competitive Sports and Community Programs
Intramurals Graduate Assistant
Part-time Staff

DUTIES & RESPONSIBILITIES:
- Help develop, update, know and implement Intramural Sport policies and manuals.
- Recruit, hire and train sport officials.
- Maintain the Illinois Student Officials Association.
- Hire, train, evaluate and promote student staff.
- Assist with the development and implementation of Intramural sports and staff schedules.
- Maintain a balanced office hour schedule and intramural evaluation schedule that may take place after regular office hours.
- Attend all Intramural Sport staff meetings.
- Develop and maintain a blended officials training model.

Student Development and Supervision
- Recruit, motivate, hire, train, mentor, and evaluate all intramurals staff [approximately 100]
- Assist in the supervision and continued development of the intramurals student staff
- Serve as liaison between professional and student staff with efforts focused on communication of department initiatives and training staff performance and efficiencies
- Serve on a committee responsible for planning Student Staff Appreciation, Staff Olympics, and the End of Year Celebration

Developmental Opportunities
- Adhere to and maintain divisional performance criteria at a satisfactory level; maintain current certifications
- Collaborate with other Campus Recreation units as needed to execute array of programming efforts for diverse participants
- Conference and professional development travel participations [state and regional annually, national during second year of assistantship]
• Opportunities to work in different areas of Campus Recreation to broaden recreational learning experience and serve on departmental committees
• Based on applicant’s desired interest areas, can be flexible creating leadership roles and working opportunities within intramurals program
• Participation in departmental committees

KNOWLEDGE, SKILLS, & ABILITIES:
• Demonstrate excellent written, phone, and in-person communication
• Ability to learn and perform job duties using Microsoft Office, Connect2 Concepts, and IMLeagues Software
• Knowledge of facility procedures and emergency action plan

CERTIFICATIONS:
• Obtain and maintain certifications in American Red Cross CPR/AED/First Aid and Blood Borne Pathogens

WORK ENVIRONMENTS/DEMANDS:
• Position requires flexible work schedule, including evenings, weekends, and academic break periods as necessary

MINIMUM EDUCATION & EXPERIENCE:
1. Bachelor’s Degree, preferably in Recreation, Sport, Tourism Management, Kinesiology, Community Health or Education.
2. Sports Officiating experience and knowledge of various sports rules.
3. Preferred experience with official’s training.
4. Acceptance into graduate school at the University of Illinois:
   https://grad.illinois.edu/admissions/apply/requirements

APPLICATION INSTRUCTIONS:
• Email a resume, cover letter, and contact information for three professional references to Mike Jones, Campus Recreation, University of Illinois at Urbana-Champaign at mj17@illinois.edu by February 28, 2020.
• Cover letter or resume should indicate (yes or no) if you meet the minimum qualifications for graduate school admission and proposed program of graduate study.