

USM Recreation

Position: Graduate Assistant of Recreation

Location: USM Gorham & Portland Campus

Hours Per Week: 20

Stipend Amount: Compensation includes private housing in a Gorham Residence Hall, a meal plan for use in the dining hall, and a \$6,000 scholarship.

Statement of Job and Essential Functions:

The USM Department of Recreation is seeking a Graduate Assistant to work in the areas of Intramurals and Club Sports for the 2023-2024 academic year. The successful candidate will work closely with members of the Recreation and Student Engagement and Leadership Department to help oversee and manage intramurals, club sport event operations, monitor risk management concerns, and assist with the day-to-day functioning of the Recreation Department. Essential functions of the job include:

- Monitor athletic facilities and building management during evenings for intramural programming.
- Supervise and schedule work study students to assist with intramurals.
- Developed judgment and problem solving skills.
- Assist/Oversee in the set-up and break down of internal and external events.
- Report issues and problem solve when possible.
- Assist with the preparation, care, repair, and inventory of equipment and uniforms.
- Assist with evaluation of risk management concerns at internal and external events.
- Attend and work at numerous sporting events. This position will be part of the game management team when necessary.

- Plan, organize and run events throughout the year. This includes intramural programming recreation events, and assisting with SEALs traditional events.
- Additional duties as reasonably assigned.
- The Graduate Assistant will be actively involved in professional development opportunities provided by the University.
- Attend all department staff meetings.
- Engage in all training and presentations provided to staff members.

Supervisory Responsibilities:

The Graduate Assistant will have supervisory responsibility for work-study students.

Qualifications:

- Accepted into USM graduate program.
- Register for a minimum of 6 credits.
- Ability to work 20 hours per week.
- Well rounded in knowledge of sports and sport management.
- Strong interpersonal skills and ability to demonstrate strong organizational skills.
- Good academic standing with USM.

Submit your resume and cover letter via email to:

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