

Graduate Assistant for Intramural Sports

The Graduate Assistant (GA) reports to the Assistant Director of Intramural Sports. The GA is responsible for implementing policies and procedures which contribute to the development of a safe, professionally managed, and well-organized Intramural Sports Program. The GA will oversee the daily operation of selected team sports and special event programs, plan and lead various captain/referee meetings, attend intramural activities to assess the program and provide staff support, and participate as an active team member to the Recreation and Wellness Center Staff. A focus on positive customer service and student development is expected in all aspects of the Intramural Sports program.

Duties and Responsibilities:

- Maintain daily office hours and scheduled supervision hours.
- Schedule selected team sports. Plan, schedule, and conduct selected special events.
- Plan and lead team captains' meetings and referee training clinics.
- Hire, train, schedule, and evaluate intramural sports student referees.
- Contribute positively to sports officials' development program.
- Maintain sport information on website and social media.
- Organize and inspect equipment before each activity.
- Provide ongoing evaluation and feedback of intramural programs and staff.
- Attend events and provide a positive role model for staff and participants.
- Serve as an instructor of RWC offered CPR/AED and FA course.
- Serve on RWC committees and participate in GA development program.

Preferred Work Experience and Requirements:

- Bachelor's Degree in an appropriate area of specialization
- Knowledge of intramural administrative policies and web-based management software.
- Officiating experience and commitment to officials development.
- Excellent oral and written communication skills.
- Awareness of safety concerns and risk management.
- Supervisory experience with students, staff and / or participants.
- Experience providing positive, prompt customer service.
- American Red Cross First aid and CPR certification.
- Must obtain CPR/AED/ First Aid instructor certification through department in first semester
- Must obtain Florida Driver's License within 30 days of employment

Compensation and Tuition Support:

- Stipend: \$15,600 for fall and spring. Additional employment expected during the summer between academic years of assistantship (additional stipend of \$4,800 for a total of \$20,400 for the first academic year).
- Period of Employment: August 10 - May 7 (36 weeks). Includes 2 paid weeks off during winter break and 1 paid week off in spring. Additional 5 days of paid time off. Summer period of employment in first year of assistantship is May 17 – August 6th (12 weeks) with one week off prior to Fall.
- Tuition support: Waiver of 100% tuition (in-state and out-of-state) for all semesters of full enrollment, based on 9 credit hours of enrollment in Fall & Spring and 6 in summer. Student is responsible for additional fees not covered by tuition (i.e. Health Fee, Technology Fee, Athletic Fee, Activity and Service Fee, etc.)
- Includes university health insurance plan

Position Application Procedure:

Candidates should apply for the position via e-mail to Heather Marshall at Heather.Marshall@ucf.edu

Please send a letter of interest, resume, and list of references. Applications **must include current undergraduate GPA** or will be considered incomplete. All GA Candidates must successfully pass a criminal background screening and disclose information in compliance with the Fair Credit Reporting Act. Applicants should submit all materials by **December 1st**

Academic Program Application Procedure:

GA's are encouraged to consider preferred academic programs which align most closely with our positions:

[Educational Leadership / Higher Education / Student Personnel](#) – Fall Application Deadline – July 1st - Does not require GRE

[Sport Business Management](#)* – Fall Application Deadline – February 1st. – Requires a competitive GRE or GMAT score

Candidates considering other graduate programs at UCF must share this information with their application materials. Tuition support offered will only waive tuition for graduate programs with [a standard graduate tuition rate](#). Programs with tuition differential or market rate tuition are not covered by the waiver, and excess costs are the responsibility of the student.

Candidates are not required to apply to academic programs prior to the GA deadline, however, offers of employment are conditional upon application and acceptance into a full-time graduate program at the University of Central Florida.

Please note that UCF requires a minimum 3.0 GPA for undergraduates, and we will not be able to accept applications for candidates with a GPA below the minimum. Application requirements and test scores for graduate programs vary. For GA candidates who are interested in a program that requires a competitive GRE or GMAT score, please supply your test results if applicable with your application.

**Candidates who are admitted to the Sport Business Management Masters program will be employed by the academic program and placed with the Recreation and Wellness Center. Certain conditions of the stipend and assistantship may vary from RWC assistantships*