

Graduate Assistant for Sport Clubs

The Graduate Assistant (GA) for Sport Clubs will report to the Assistant Director of Sport Clubs and Athletic Training. The GA is responsible for implementing policies and procedures, which contribute to the development of a safe, professionally managed, and well-organized sport club program. The GA will assist the Sport Clubs staff in the daily coordination and management of a comprehensive sport club program, including planning and leading various trainings and meetings, supervising sport club staff, attending sport club events, and advising the Sport Club Council Executive Board. Weekend and evening hours will be required. The GA will be expected to 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 Sport Club program.

Duties and Responsibilities

- Maintain daily office hours and scheduled supervision hours.
- Hire, train, supervise, and evaluate student staff in the position of Sport Club Supervisors
- Manage Sport Club Supervisor scheduling and assist with home event planning.
- Advise Sport Club Council President and Sport Club Council Executive Board
- Plan, develop and conduct student staff monthly meetings and semester trainings.
- Assist with the planning, development, and execution of Sport Club Officer Training and monthly officer meetings.
- Advise club officers on leadership, budgets, fundraising, University policies, and member retention.
- Assist with all sport club travel and purchasing paperwork.
- Log and track inventory for all Activity & Service fee funded items
- Maintain the Sport Club Council website and IMLeagues portal.
- Attend sport club events and provide a positive role model for staff and participants.
- Serve as an instructor of RWC offered CPR/AED and FA courses.
- Assist with sport club related risk management items.
- Serve on RWC committees and participate in GA development program.
- Other duties as assigned by the Assistant Director

Preferred Work Experience and Requirements:

- Experience working with a university sport club and campus recreation program.
- Excellent oral and written communication skills
- Experience providing positive, prompt customer service.
- First Aid and CPR certification
- Must obtain CPR/AED/ First Aid instructor certification through department in first semester.

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 Kris Newsome at Kristofer.Newsome@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*