

Competitive Sports Graduate Assistant Job Description



Campus Recreation Services consists of seven program areas: Adventure Pursuits, Aquatics, Fitness, Informal Recreation, Intramural Sports, Special Events and Sport Clubs. Over 165 students are employed with CRS in various positions to administer, manage, and support day-to-day operations. Student employee positions range from entry level positions such as area floor staff, office staff, and sport officials, to supervisory, management, and graduate positions. Consideration for employment is based on the review of a resume and interview.

Supervisor: Assistant Director, Competitive Sports

Contract: A minimum of 20 hours/week for 10 months; roughly September-June

Compensation: \$6,000 plus a tuition waiver up to 12 credits per semester

Graduate Assistant Position Description

Graduate Assistants are responsible for overseeing various aspects of CRS programs. They manage undergraduate student staff, including hiring, training, development, and evaluation. Graduate Assistants are highly involved in programming and facility aspects of CRS and are expected to collaborate with staff from all CRS program areas and several other departments on and off campus.

Specific Responsibilities

- Assist in the day-to-day operation of the Competitive Sport program, including but not limited to staff supervision, marketing, scheduling, financial management, policy writing, and risk management
 - Primary area of responsibility will be the oversight of the Sport Club Organization Financial Allocation system
- Supervise Sport Club Supervisors
- Advise the Sport Club Council
- Supervise pre-determined Sport Clubs
- Represent Competitive Sports as a member of Campus Recreation team on various Towson/CRS committees and meetings
- Understanding of Institutional goals including but not limited to Customer Service, Diversity etc.
- Participate in and attend Campus Recreation Services Special Events

Minimum Qualifications

- Admission into a Towson University Graduate Program
- Maintain a good standing and a minimum GPA of 3.0
- Strong leadership and organizational skills
- Ability to excel in a dynamic and challenging atmosphere
- Strong written and verbal communication skills

Preferred Qualifications

- Experience in event management or recreational sports administration
- Working knowledge of web development software and other marketing applications
- Officiating experience and/or certifications

How to Apply

Submit a cover letter and resume by Friday, May 8 to Joe Hayden at JAHayden@towson.edu.