

GRADUATE ASSISTANT, CAMPUS RECREATION

Position Description

Program Description:

The Department of Campus Recreation embraces Marquette's Catholic, Jesuit identity and the philosophy of education in developing the Mind, Body, and Spirit and fosters the out of classroom experience.

Campus Recreation will facilitate the transformational learning experience by engaging students in a comprehensive wellness and activities program to develop and promote healthy lifestyles, leadership development, lifetime skills, and sportsmanship.

Responsibilities and Requirements:

Responsibilities include working with the Associate Director of Campus Recreation and all Pro Staff to plan, organize, and administer all aspects of a comprehensive recreation program. Will need a general understanding of recreation on a college campus and a passion for the field.

This is a two-year Graduate Assistantship opportunity working at the Wellness + Helfaer Recreation facility and Rec Plex a minimum of 20 hours per week.

Students must be in the Student Affairs in Higher Education (SAHE) program. The stipend is \$20,400/year.

Students must be registered full-time (6 credits/semester) during the Graduate Assistantship.

Duties include:

- Support the Building Staff working at Wellness + Helfaer Recreation and the Rec Plex to include hiring, training, scheduling and workflow
- Assist with special events including "Dive-in Movies" in the pool, 5k races and fun runs and additional special events
- Collaborate with operations team on facility scheduling and management of events
- Assist with all Intramural Sports programs to efficiently run and organize team, dual, single and tournament-style sports
- Assist with the Marquette Club Sports program involving over 40 club sports working with fundraising, public relations, budgeting, administration and scheduling
- Support the facility operations at the Wellness + Helfaer Recreation facility and the Rec Plex including memberships for students, faculty, staff, alumni and community members and general building operations
- Assist the Coordinator, Fitness & Aquatics with fitness and wellness programs – areas include fitness assessments, personal training, group fitness and massage therapy

Supervision Received:

General supervision is received from the Associate Director, Campus Recreation

Minimum Qualifications:

Applicants must have completed a four-year undergraduate degree from an accredited college or university