Job Title: Graduate Assistant, Intramural Sports

Overview: Join one of the most dynamic collegiate recreational sports program in the country. We are committed to our mission – to enhance the quality of life at Purdue and to provide intentional recreation and co-curricular experiences for our student employees and participants that promote lifelong learning and an appreciation for a healthy lifestyle. We are also committed to live our values; Celebrate Differences, Optimize Resources, Remember our Customer, Educate Always, and Collaborate. Our award-winning facilities afford us the opportunity to serve as a model for student development and learning.

Position Description: The Purdue University Division of Recreational Sports is seeking qualified applicants for a 2-year Intramural Sports Graduate Assistant that requires 20 hours per week on an established schedule that fits with the student’s course demands. The position reports to the Assistant Directors of Intramural Sports and is responsible for assisting in all aspects of program development, implementation, and enhancement. The candidate must have a solid understanding of Intramural Sports and officiating (with previous experience officiating team sports preferred). Specific responsibilities may be flexible dependent upon the successful candidate’s experiences and qualifications. The candidate will be afforded a variety of opportunities within the Division of Recreational Sports including, but not limited to; CPR Instructor Certification, special event management, participation in division-wide student hiring, and a Grad Assistant Development Series.

Program Highlights and Initiatives: The Intramural Sports staff includes eight Head Supervisors, 48 Supervisors, and more than 250 officials with more than 40 sport offerings. The program is committed to student development. Our officials development program includes head officials, weekly video plays posted on our video website, video breakdowns, and participation in extramural tournaments. We post more than 100 referee development plays annually and approximately 60% of the officials will participate in video breakdowns of their intramural games. Our program utilizes IM Leagues Software for participant and program management, Time Forge for employee scheduling and availability, and iPads to facilitate on-site operation.

Responsibilities:

Programming

- Daily coordination working collaboratively to market, promote, and administer programmatic sport activities.
- Provide assistance in the oversight of designated officiated, non-officiated, tournament sports, and special events.
- Research, review, and edit sport rules, policies, and procedures and recommend changes consistent with national standards (with the opportunity for growth and development in implementing both traditional and non-traditional sports).
- Develop, edit, maintain, and document quizzes for captains, supervisors, and referees through Qualtrics program.

Personnel

- Assist in the recruitment, hiring, training, management, supervision, and evaluation of the eight Intramural Head Supervisors, 48 Intramural Supervisors, and up to 250 Officials annually.
- Assist with the development, conduction, and facilitation of Intramural staff trainings and meetings.
- Assist with the preparation, planning, organizing, enhancing, and execution of official’s trainings.
- Assist with the retrieval, review, and editing of video material for referee development.
**Operation**

- Provide intramural program assistance with on-site supervision of games and serve as a customer service representative for patron assistance.
- Collaborate with the Intramural Staff to prepare, organize, coordinate, and execute semester registration periods, playoff brackets, and championship night events.
- Utilize IM Leagues – Participant and program management software used for scheduling, registration, rescheduling, roster management, score entry, participation tracking, and messaging.
- Utilize Timeforge – Staff availability and scheduling software.
- Operate iPads – Participant check-in, score entry, shift reports, misconduct reports, and other relevant reports and forms.
- Video Technology – Utilize captured video footage to clip and edit in video software.
- Accountable for daily office operations and must adhere to scheduled office hours.

**Assessment / Evaluation**

- Prepare and maintain annual assessment document of participation statistics, game results, and accomplishments.
- Complete program assessment and evaluation with the Intramural Sports Staff through data collection and documentation from surveys, feedback, and the Intramural Student Advisory Board (IMSAB).

**Student Development**

- Mentor student employees and contribute to the assessment process through continuous feedback.
- Official’s development program includes Head Officials, weekly video plays posted on our video website, video breakdowns, and participation in extramural tournaments.
- Assist in conflict mediation and recommend student disciplinary action and sanctions when necessary.
- Pursue continuous professional development opportunities.

**Qualifications:**

- Bachelor’s Degree
- Admittance to Graduate School at Purdue University
- Solid understanding of Intramural Sports and officiating knowledge, with previous experience officiating team sports preferred

**Salary & Contract Dates:** The 12-month assistantship provides a salary of approximately $1,500 per month ($18,000 annually) along with a remission of all but a portion of tuition and fees (approximately $900 per semester). Vacation benefits up to a maximum of 22 days per year are also included. Appointment dates are approximately July 1, 2016 through June 30, 2017 and contract is renewable upon successful academic and professional progress.

**To Apply:** Send cover letter, resume with GPA, and names/contact information for at least three references to: Stacey Lee (leesl@purdue.edu) / Brian Smith (smithbm@purdue.edu) – Assistant Directors, Intramural Sports Purdue University Division of Recreational Sports
355 North Martin Jischke Drive
West Lafayette, Indiana 47907-2030

*Preferred application deadline is February 7, 2016 and applicant reviews will continue until position is filled.*

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