



APPALACHIAN STATE UNIVERSITY  
University Recreation (UREC)  
Graduate Assistant for Sports Programs

Appalachian State University (App State) invites interested applicants for the position of **Graduate Assistant (GA) for Sports Programs** to become a part of the University Recreation (UREC) team as we facilitate an inclusive environment where recreation and wellness opportunities transform, engage, and care for the App State community.

The **Graduate Assistant (GA) for Sports Programs** is primarily responsible for working with the Coordinator and Assistant Director for Sports Programs to assist in the day-to-day, evening, and weekend operations of the Club and Intramural Sports programs.

This position serves on the UREC Leadership Team and reports directly to the Assistant Director of Sport Programs.

**You will succeed in this position if you are committed to**

- Be available to work in a flexible schedule that requires some evenings, weekends, and designated holidays.
- Be creative and innovative to invite everyone to play at UREC.
- Build genuine connections between students to promote engaged communities.
- Embrace and inspire a vibrant, active, and engaged community.
- Facilitate and nurture a teamwork environment.
- Leading multiple groups of students with multiple projects all happening simultaneously.
- Receive and provide feedback with a growth mindset.

**Who we are**

You will join a team that is creating an exciting environment, values collaboration, innovation, and inclusion, and is welcoming to all App State students, faculty and staff. We are creating a risk-taking workplace that supports the voices and contributions of employees at all levels, listens, and responds to our community.

At University Recreation (UREC), we believe in an equitable University Recreation community with opportunities for everyone with everyone. Learn more about UREC at this [link](#).

**You will have the opportunity to**

*Programs*

- Coordinate and co-lead with the Coordinator the strategic designing and implementation of department opportunities to outreach and connect with the App State community.
- Assist to provide leadership to Intramural Sports through planning, developing, implementing, and reflecting on the impact of the program
- Support the Sports program through development of student employees through meetings, organization, and communication
- Coordinate the scheduling and facilities needs among multiple facilities and spaces with various sports and competition levels
- Support the various student roles within the program through the creation of communication means, support materials, and meeting their needs to be able engage and thrive

- Work with computer programs such as Fusion and other software
- Work with different offices and departments across campus to generate innovative and inclusive experiences

### *Student Development*

- Collaborate with the recruitment, hiring, training, mentorship, and evaluation of student teams; in a total of 40+ Assistant Game Facilitators/Game Facilitators, 20+ Sports Facilitators, student Program Assistants, and 3-4 student Program Managers.
- Manage the scheduling for student staff to ensure adequate staff coverage for sports events and daily shifts. Monitor employee shift trades and approve employee requests for time off.
- Facilitate and develop a culture of care and learning environment that contributes to building a sense of belonging that supports UREC's mission, vision, and values.

### *Equity, Diversity, and Inclusion*

- Hold self, students, and staff members accountable to departmental expectations of creating an inclusive environment at UREC through communication platforms.
- Incorporate social justice and inclusion competencies into practice through seeking to meet the needs of all groups, equitably distributing resources, and raising social consciousness.
- Maintain sensitivity to different perspectives and identities.
- Challenge cultural norms to perform change.

### *Departmental Leadership and Support*

- Participate and actively engage in the UREC Leadership Team initiatives by model UREC mission and vision.
- Contribute to department-wide initiatives and opportunities through participation in committees, work teams, and tasks to contribute to the mission of UREC.
- Establish effective and positive rapport with program staff, university personnel, students, and University Recreation users.
- Assist with monitoring the sports programs budget to include student payroll, advertising, promotional items, and printing.

### **At a minimum, you should have**

- Working knowledge and exposure of multiple sports rules, sports events, and experience in both indoor and outdoor sports venues.
- Effective verbal, written, organizational skills and the ability to work independently and as a member of a cohesive and energetic team.
- Academic requirements:
  - o Unconditionally accepted into a Graduate School Program or working toward the completion of a Master's Degree at Appalachian State University.
  - o Maintaining a cumulative GPA of 3.0 or above.

### **The preferred candidate will have**

- Practical experience and understanding of Collegiate Recreational programs.
- Previous experience in training and supervision of employees.
- At least one year of administrative experience in a sports setting.

## Hours

The Graduate Assistant will work on average 20 hours per week. Because of the work with students and events, there will be night and weekend work periodically.

## Salary and Benefits

- Up to \$9,000 between the fall and spring academic semesters (\$12.00/hr)
- In-state tuition scholarship: ~\$4,500 per year divided equally among the fall and spring semesters (final amount will be equal to approved in-state tuition)
- June and July employment is available at an equivalent hourly rate after your first year of employment.
- Professional Development Funds: \$300.00
- Parking Pass: \$360.00

## How to apply

Contact PJ Hartleb, Assistant Director for Sports Programs at [hartlebpj@appstate.edu](mailto:hartlebpj@appstate.edu) with the following materials:

1. Current Resume
2. Statement of interest which includes reference to the minimum qualifications.
3. List of at least three professional references.
4. GPA upon graduation
5. GRE (verbal, quantitative, & writing) scores. [Exam Waiver Information](#)

Deadline to submit applications is February 28, 2024.

Priority will be given to applications received before January 31, 2024.

Position is open until filled.

[More information at the Graduate Assistant Preview Program \(GAPP weekend\)](#)

**This position is anticipated to start on August 1, 2024.**

Please be aware that offers for assistantship positions are contingent upon acceptance into the University Graduate School and the specific [degree program](#) you are applying for. [Varying deadlines](#) exist for all applications, and it is the responsibility of the applicant to be aware of these and apply accordingly. Applicants **MUST** be accepted into the [Graduate School](#) before they can be accepted into the degree program of their choice.

Some commonly related graduate programs with the offered graduate assistantship:

- [Master of Arts in Student Affairs Administration \(SAA\)](#)
- [Master of Arts in Higher Education](#)
- [Master of Science in Exercise Science](#)
- [Master of Public Administration](#)
- [Master of Business Administration](#)

**More about App State University:** As the premier public undergraduate institution in the state of North Carolina, Appalachian State University prepares students to lead purposeful lives as global citizens who understand and engage their responsibilities in creating a sustainable future for all. The Appalachian Experience promotes a spirit of inclusion that brings people together in inspiring ways to acquire and create knowledge, to grow holistically, to act with passion and determination, and to embrace diversity and difference. Located in the Blue Ridge Mountains, Appalachian is one of 17 campuses in the University of North Carolina System. Appalachian enrolls more than 20,000 students, has a low student-to-faculty ratio and offers more than 150 undergraduate and graduate majors. Learn more at <https://www.appstate.edu/about/>

**More about Boone:** Boone is a college town in the best sense — a place where people say hello on the street and a vibrant downtown is just a block from campus. Its eclectic hub, known as King Street, features specialty shops, restaurants, and cultural attractions. The surrounding Blue Ridge Mountains attract outdoor enthusiasts year-round for hiking, skiing, snowboarding, mountain biking, cycling, fishing, kayaking, rock climbing, and other activities. Learn more at this [link](#)

**Office of Disability Resources Accommodations:** Appalachian State University is committed to providing an inclusive experience, accessible learning [and working] environments and equal opportunity to individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals needing reasonable accommodations should contact the Office of Disability Resources (828.262.3056 or [odr.appstate.edu](http://odr.appstate.edu))

**AA/EEO Statement:** Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.