University of Nebraska at Kearney Campus Recreation Graduate Assistant Positions:

The Campus Recreation department at the University of Nebraska at Kearney has multiple graduate assistant positions available for the start of the 2018 Fall Semester. Graduate assistant positions include tuition and stipend.

**Student Development/Facility Operations Graduate Assistant:**

Responsible for the overall supervision of the student staff, as well as the supervision and operations of the facilities operated by Campus Recreation. Additional duties include, but are not limited to:
- Interview, hire, train and schedule student staff.
- Manage both staff recognition and discipline.
- Conduct employee evaluations once a semester.
- Conduct monthly staff meetings and in-services.
- Assist with the managing and maintaining of Campus Recreation policies and procedures.
- Monitor, log and submit work order for repairs to facilities and equipment.
- Compile usage reports of Campus Recreation facilities.
- Create, organize, market, and implement Campus Recreation events and activities.

**Intramural Graduate Assistant:**

Responsible for the overall supervision of the student supervisors, officials, and scorekeepers, as well as the supervision and operations of Intramural activities. Additional duties include, but are not limited to:
- Assist with the planning, scheduling, promotion, supervision, evaluation, and operation of Intramural activities.
- Hire, train, schedule, evaluate, and retain quality Intramural supervisors, officials, and scorekeepers.
- Maintain regular office hours and develop working relationships with participants.
- Develop and implement new ideas/concepts that will improve the Intramural program.
- Assist with the maintenance, inventory, and purchasing of necessary equipment.
- Assist with technology applications.
- Monitor for safety and risk management issues.
- Assist with facility supervision when necessary.

**Climbing Wall/Outdoor Adventures/Facility Operations Graduate Assistant:**

Responsible for the overall supervision of the student staff, as well as the supervision and operations of the facilities operated by Campus Recreation. Additional duties include, but are not limited to:
- Interview, hire, train and schedule student staff.
- Manage both staff recognition and discipline.
- Conduct employee evaluations once a semester.
- Assist with the managing and maintaining of Campus Recreation policies and procedures.
- Compile usage reports of Campus Recreation facilities.
- Assist in planning, promoting, and supervising the Outdoor Adventure trips.
- Assist in route setting, risk management policies, and equipment inspection.
- Facilitate outside groups’ use of the climbing wall.

**Requirements for Graduate Assistant Positions:**

- Admittance into a graduate program at UNK. Admittance requirements include a minimum undergraduate GPA of 2.75.
- Intramural sports experience (Intramural GA position only).
- Strong interpersonal skills
- Desire to contribute to a growing recreation program.
- Ability to stay organized and detail oriented.
- CPR/AED/First Aid certification (will train if necessary).

**Preferred qualifications for Graduate Assistant Positions:**

- Sports officiating experience (Intramural GA position only).
- A passion for recreation/sports/healthy lifestyle.
- Understanding of student development theory.
- Experience with Microsoft Office, imleagues (Intramural GA position only), and WhentoWork.
- Experience with administration of recreation programs and ability to assist in other areas.
- CPR for the Professional Rescuer certification.

**To Apply:** Email your resume, cover letter, and 3 professional references to Andrew Winscot at winscosas@unk.edu