



MISSISSIPPI STATE UNIVERSITY™

STUDENT AFFAIRS

Mississippi State University – Division of Student Affairs Recreational Sports | Competitive Sports Graduate Assistant

Academic Year (July 1 – June 30)

Main Campus – Sanderson Center

Division Overview

The Division of Student Affairs consists of over 13 non-academic areas of campus life. Some of these departments include University Police, Dean of Students, Center for Student Activities, and Holmes Cultural Diversity Center. The Department of Recreational Sports supports the Division of Student Affairs and Mississippi State University in the total educational development of students by providing unique recreation programs, services, and facilities that support and encourage the development of a healthy lifestyle.

Qualifications

- Accepted as a graduate student by the Graduate School within any academic unit of the university
- 2 or more years experience as an intramural official, or
- NFSHA certified official or ASA sanctioned umpire for 2 or more years, or
- Participate and/or work with a Collegiate Sport Club
- Experience supervising intramural sports
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Proficiency in written and oral communication skills and utilization of computers
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Employee development and performance management skills
- Ability to foster a positive, cooperative work environment
- Ability to plan, organize, and implement promotional programs and events
- Ability to comply with all policies and regulations of Mississippi State University and enforce policies that apply to recreational sports programs and services

Responsibilities

- Oversee the daily operations of the Intramural Sports Office. This includes assisting with scheduling; updating league standings and forfeit information daily; assisting with sport registration.
- Assist in the recruiting, hiring, training, supervision, and evaluation of student workers.
- Be present and on site as assigned for intramural and club sport events; insure that all fields or courts are adequately staffed to begin play and that all games begin promptly.
- Insure that The RecPlex is open as advertised and adequately staffed for efficient operation. Insure that all facilities offer a safe environment; report any necessary equipment or facility repairs to Associate Director and Building Maintenance Supervisor.
- Maintain daily payroll reports; submit to Business Manager on a timely basis.
- Conduct pre-season, in-season, and post-season meetings of team representatives and assist with sports officials training clinics.

- Manage and track equipment inventory. Secure and issue equipment when necessary.
- Advise the Sports Club Alliance. Assist clubs with the development of budgets. Insure clubs operate within University policy. Assist clubs in making reservations for activity space. Serve as the liaison between clubs and the University.
- Insure that all reports are complete and accurate at the conclusion of each session.
- Intervene when student staff is no longer able to control a situation. Contact UPD if the situation warrants.
- Report all injuries; notify emergency services when necessary. Submit appropriate injury report forms.
- Insure that all daily field set ups are complete and accurate.
- Assist in preparing work schedules for facility.
- Complete general maintenance on fields for intramural sports and sports clubs.
- Complete assigned reports as necessary. Assist with development of area budget.
- Assist with Recreational Sports special events as assigned.
- Make suggestions regarding improvements for the program.
- Participate in short- and long-range planning for all areas of the department.
- Perform other duties as requested by the professional staff.

How to Apply

Applicants should email cover letter, resume, and references to Jonathan Adams at jea251@saffairs.msstate.edu. The deadline to apply is February 17, 2017

Additional Information

Student will work approximately 20 hours per week. Student should not hold other jobs or assistantships. As compensation, student will receive full tuition waiver except minimal university fees, stipend paid twice a month, and professional development funds when available.

Disclaimer

Discrimination based on race, color, ethnicity, sex (including pregnancy and gender identity), religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran and or any other status protected by state or federal law is prohibited in all employment decisions.

For more information, contact Jonathan Adams at jea251@saffairs.msstate.edu