

Graduate Assistant for Intramural Sports - Position Available August 2012 through May 2014

Florida State University is seeking a dynamic individual with excellent time management skills to serve as Graduate Assistant for Intramural Sports.

The Graduate Assistant for Intramural Sports assists in the hiring, training, scheduling, and evaluating of student sports officials, scorekeepers, and sign-in staff for all intramural sports and activities. In addition, the Graduate Assistant assists the IM Director and Assistant Directors with the coordinating and scheduling of intramural activities and special events.

Other responsibilities include assisting with sport registration, team captain meetings, and playoff draw meetings; attending weekly program and departmental staff meetings; assisting the Director and Assistant Directors in the training, scheduling, and evaluating of student site supervisors; serving as the liaison between student and professional staff; overseeing payroll entry for student staff; reviewing participant eligibility; administrating annual team championship standings for independent teams and greek organizations; assisting in the maintenance of the program web site; and preparing and distributing marketing materials to inform the student body of upcoming activities.

Position Specifics

Florida State University employs two graduate assistants for Intramural Sports, affording the GAs an intensive experience in all aspects of the program. The Intramural Sports Graduate Assistant position is a 2-year appointment: August-July (year 1) and August-April (year 2), with extension into the second summer as necessary.

Stipend and Waiver

Annual stipend of approximately \$12,000. Tuition waiver available for in-state and out-of-state residents (out-of-state residents must become in-state by start of 2nd year). Recipient is responsible for student fees each semester. Per University policy, health insurance is required of all incoming students.

Education

Bachelor's degree required. Applicant must have a 3.0 GPA and a 1000 GRE score to be considered for admission to the majority of FSU graduate programs and to qualify for the Intramural Sports tuition waiver. Please DO NOT apply if you do not meet the minimum academic requirements, unless you have already been admitted to an FSU graduate program.

Experience

Applicants should have previous experience as a student site supervisor or program assistant for a collegiate intramural sports program. Officiating background in multiple sports preferred.

Skills

Applicants must be highly organized with effective time management skills. Must possess proficient computer skills as well as strong oral and written communication skills.

Application Process - Begins January 2012

Submit letter of application, resume, and a list of at least three references. Resumes received by Wednesday, February 15th will be reviewed with selected candidates scheduled for phone or Skype interviews in late February.

Application materials will be accepted via email to mjcollins2@admin.fsu.edu. Emailed materials shall be in Adobe PDF format. Microsoft Word documents and similar formats are NOT accepted. Or, application materials may be mailed to: FSU Intramural Sports, Graduate Assistant Search, 1035 Tully Gym, Tallahassee, FL 32306-4290. Include 139 Chieftan Way in the mailing address for 2-day or overnight (FedEx / UPS) deliveries.

Questions

Specific questions regarding the position or the search may be directed to Mike Collins at mjcollins2@admin.fsu.edu or 850-644-7699 or David Peters at ddpeters@admin.fsu.edu or 850-644-7698. Learn more online at fsu.campusrec.com/im

FSU Intramural Sports
By the Numbers

**30+ Sports, 2,000+ Teams,
6,000+ Games Annually**

Flag Football 2010

4,208 Participants on 316 Teams

Volleyball 2010

1,622 Participants on 159 Teams

Kickball 2010

2,339 Participants on 218 Teams

Rec Soccer 2011

3,338 Participants on 253 Teams

Basketball 2011

1,631 Participants on 173 Teams

4-on-4 Flag Football 2011

1,188 Participants on 177 Teams

Playground Dodgeball 2011

1,611 Participants on 171 Teams

Softball 2011

2,690 Participants on 184 Teams

**200+ Intramural Sports
Student Staff Members**

40 Student Supervisors

150+ Student Officials

20 Sign-In Attendants

10 Field Crew Workers

**REC
SPORTSPLEX**

**108 ACRES, 25 SPORTS FIELDS
1 LOCATION, OPENED 2007**



THE
FLORIDA STATE
UNIVERSITY

Tallahassee, Florida
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