

New England College

Employment Job Description

Position Title: Intramural Sports Graduate Assistant	Position #:
Division: Student Development	
Department: Office of Student Engagement	
Reports to: Megan Hotaling, Assistant Dean for Student Engagement	Category:
	Level:
	HR Use Only

Position Purpose

New England College is a creative and supportive learning community that challenges individuals to transform themselves and their world. This position reports to the Office of Student Engagement and works closely with many departments on campus to oversee the intramural sports program for New England College students. This purpose of the intramural sports program is to provide students with a variety of athletic activities in which all persons can participate regardless of their degree of athletic ability. The intramural sports graduate assistant will be responsible for creating and executing a robust intramural sports schedule.

Duties & Responsibilities

- Following the work of the intramural intern for spring 2018, create and implement a successful intramural sports schedule for the fall and spring semesters. This program is being restarted after not running for a number of years;
- Work with a variety of departments on campus to support other organized sport competitions;
- Create opportunities for students to participate in activities during open gym/turf/and field house times for pick-up games;
- Successfully market the intramural sport program;
- Work with team leaders of each intramural sport team on a regular basis;
- Find and hire support staff (work study) to serve as refs and game managers;
- Assist in the College retention efforts;
- Manage a budget for intramural sports through the Student Senate budget and work study budget.

Position Requirements

Skills & Knowledge	Experience	Education
<ul style="list-style-type: none"> • Willingness to learn • Interest in working with college student population • Knowledge of marketing & social media a plus 	<ul style="list-style-type: none"> • Candidate should have some experience in organized sports • Previous supervising experience a plus 	<ul style="list-style-type: none"> • Bachelor's degree required • Working towards Master's program at New England College

Terms of Employment

- Enrolled in a minimum of four credit hours and a maximum of nine credit hours of study per term.
- Maintain a 3.0 cumulative and semester grade point average throughout the term of employment.
- May not hold another assistantship or other employment unless approved by the Assistant Dean for Student Engagement
- Appointment begins August 15, 2018 and ends May 25, 2019