

Department of Recreational Sports
University of Georgia

**GRADUATE ASSISTANT POSITION DESCRIPTION
INTRAMURAL SPORTS**

10-month position: August – May
(Summer Work Available)

Responsibilities:

1. Assist the Coordinator for Intramural Sports, the Assistant Director for Intramural Sports, and a graduate assistant with the implementation and coordination of the intramural sports program.
2. Promote, supervise, and coordinate assigned intramural sports programs each semester.
3. Prepare all materials for information fairs, sign-ups, captains' and officials' meetings.
4. Lead all captains' meetings for assigned sports.
5. Attend all officials' meetings for assigned sports and assist the Coordinator for Intramural Sports with training, scheduling, and evaluating of student officials.
6. Schedule student scorekeepers, work study students, and coordinating the scheduling of office assistants.
7. Prepare all reports, forms, and scoresheets needed for assigned programs.
8. Post and update website regularly regarding scores, deadlines, upcoming programs, and meetings.
9. Schedule regular season and tournament games/matches with the Coordinator for Intramural Sports and the Assistant Director for Intramural Sports.
10. Monitor defaults, forfeits, and rankings throughout the season.
11. Create a folder on each program assigned and include all materials and a final report and evaluation on the program.
12. Attend programs regularly.
13. Attend all Recreational Sports and Intramural Sports staff meetings.
14. Fulfill additional departmental duties as assigned.

Qualifications:

1. Intramural sports work experience (scorekeeper, supervisor, or official) required.
2. Earned a Bachelor's degree in Sports Administration, Recreation, or related field.
3. Must be a motivated individual who has a serious interest in intramural sports and/or officiating.
4. American Red Cross first aid and CPRO with AED certification required.