Boston College

GRADUATE ASSISTANT: Competitive Sports

The Graduate Assistant for Competitive Sports is responsible for assisting the Competitive Sports Programmatic Staff (Assistant Director and two Coordinators) in developing and organizing the comprehensive Intramural and Club Sports programs that serves a diverse university community of nearly 15,000 students and faculty/staff. This includes the evaluation, supervision, and marketing of the programs as well. This position will be assisting in the planning of annual special events. This person will also represent the university at local, state, regional, and national clinics, conferences, and workshops.

**Key Responsibilities:**

* Assist in the recruitment and hiring of student staff for the Competitive Sports program.
* Lead and oversee training sessions for student sports officials, Competitive Sports supervisors, and office staff.
* Create and coordinate schedules for Competitive Sports student staff.
* Assist the Competitive Sports Coordinators with Intramural League registration and scheduling using IMLeagues.
* Provide on site supervision of nightly Intramural and Sport Club events as needed; some weekends are required.
* Provide administrative support for a dynamic Club Sports program including but not limited to travel planning, budgeting, financial allocations, team oversight, officer training sessions, event coordination and conduct.

**Additional Responsibilities:**

* A daily contribution to the positive atmosphere of Boston College Campus Recreation, specifically the Intramural department and its students.
* The ability and willingness to operate Club Sports vans for programmatic needs.
* Conduct performance evaluations with the Intramural student sports officials.
* Assist in coordinating the logistics of the daily operations within the Competitive Sports program.
* Responsible for the direct supervision of the student sports officials, office assistants & supervisors.
* Assist in the maintenance and tracking of Competitive Sports equipment and make suggestions for equipment budget allocations.
* Participate in the revision of Intramural and Club Sport policies and handbooks.
* Plan a comprehensive and complete calendar of all Intramural events for the full academic year.
* Adhere to daily office hours.
* Assist with departmental special events.
* Assist in maintenance of Intramural Social Media accounts.
* Track, maintain, and organize Intramural participation statistics for annual reports.
* Assist with the planning and facilitation of Club Sport officer training sessions.
* Provide on site support for Competitive Sports programming at 3 separate Boston College campuses with 2 additional sites anticipated.
* Work to improve self and program on a daily basis.
* During the spring semester, provide assistance in planning the summer program Eagles Rec Camp.
* Perform other duties as assigned.

**Commitment**

* Graduate Assistant is expected to work 20 hours per week for each semester.
* Graduate Assistant will attend the Monthly Boston College Campus Recreation Pro Staff Meeting.
* Graduate Assistant will assist with the Campus Recreation Student Staff Advisory Board and the Club Sports Executive Board.
* If at any time a Graduate Assistant cannot make a scheduled event or needs time off for personal reasons they are required to notify their direct supervisor.
* Nights and weekends are required.

**Requirements**

* Bachelor’s Degree
* CPR/AED/FA Certification. If not already obtained, must be willing to obtain before the academic year starts
* Demonstrated ability to officiate and train student officials
* Must be Accepted into one of the Graduate schools

For a complete list please visit the link below.

* Sport Management & Leadership Administration can both be found in the Woods College of Advancing Studies

<https://www.bc.edu/bc-web/admission/apply/admission-offices.html>

* Must be enrolled in minimum 6 hours per semester (or receive special permission) to receive graduate assistantship, stipend and tuition waivers

**Stipend, Tuition, and Professional Development**

* $14,000 over an-8 month period for the fall and spring academic year
* $21,000 Tuition Waiver per academic year
* Appointment is renewable at Associate Director of Programming’s Discretion
* Travel allocation for professional development and certifications per approval
* Hourly Summer & Winter Break Employment Available

Please submit your cover letter & resume to Shane Conti (Assistant Director, Competitive Sports & Recreational Day Camp) at [contish@bc.edu](mailto:contish@bc.edu)