Position: Sports and Fitness Graduate Assistant

Department: Office of Student Engagement

Reports to: Coordinator of Sports and Recreation

General Statement of Duties:

The Sports and Fitness Graduate Assistant will be responsible for assisting the Coordinator of Sports and Recreation and the Office of Student Engagement in the day to day management of the intramural and club sport programs, the day to day management of Fitness Center activities and events, and the promotion of intramural and club sport programs.

Essential Duties and Responsibilities:

- Feature stories on webpage and social media.
- Maintaining schedules, rosters, and score updating for all teams.
- Maintaining daily submission of participant paperwork.
- Support coaches at practices and assigned home contests.
- Promotions of games and events on social media.
- Manage events schedule with Coordinator.
- Assist with the preparation and execution of each special event.
- Maintain inventory of equipment.
- Supervise fitness center.
- Plan and manage fitness classes and events.
- Promotions of fitness studio and fitness center to campus community.
- Other duties as assigned.

Supervision Received:

The Sports and Fitness Graduate Assistant will report directly to the Coordinator of Sports and Recreation.

Required Qualifications:

- Current or newly graduated graduate student.
- Previous experience in sports and fitness programs or facilities.
- Excellent communication and interpersonal skills, and the ability to relate effectively with students.
- Valid driver’s license and reliable transportation.
- Strong computer and social media skills, including knowledge of Facebook, Twitter, Photoshop, Microsoft Word and Excel.
- Ability to work some non-traditional hours, including nights and weekends.
- Cultural awareness and competency demonstrated by working with and/or understanding of individuals of diverse identities such as socioeconomic level, sexual orientation, race, ethnicity and veterans including those with different levels of academic preparation, varying physical and learning abilities.

Preferred Qualifications:
• Previous experience in a fitness facility.
• Previous experience in a sports department (athlete, manager).
• Previous experience in communications, journalism, or sports management.
• Previous experience with developing web-based content.
• Personal interest in sports and sport teams.
• Familiarity with current trends and practices within the recreational sports profession.
• Ability to work creatively and autonomously.
• Bilingual Skills.

Additional Information:
• This position may be subject to a CORI/SORI check.
• CPR Training will be required and provided through the College
• Application Deadline: rolling deadline
• Schedule: This is a part-time position with a maximum of 18.5 hours per week per for the 2017-2018 Academic Year. Occasional nights and weekends are required. This is a one-year or one-semester appointment for the 2017/2018 academic year.
• Wages: Part-time, $12.50 per hour
• Primary Work Location: Bedford Campus. Travel to, and assignments on the Lowell Campus and at off campus locations will be required.
• Anticipated Start Date: August, 2018. (flexible)

Please include a cover letter, resume, and contact information for at least two professional references. Materials should be sent to Emily Norton at nortones@middlesex.mass.edu.