

Enrollment Management & Student Affairs
Campus Rec

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Academic & Student Rec Center campusrec@pdx.edu
1800 SW 6th Ave www.pdx.edu/recreation

Position Announcement: Graduate Assistant for Rec Clubs

This is a 12-month .49 FTE Level I/II Graduate Administrative Assistant (GAA) position.

Campus Rec Mission:

To create an environment where quality recreation and wellness programs inspire, educate and empower individuals to be positive contributors to the Portland State and global community.

Rec Clubs Mission:

Portland State Rec Clubs is a student-led program representing different sports, games, and physical activities. Rec Clubs are organized by students and funded by student fees. We encourage participation by providing opportunities for recreation and intercollegiate competition between students of all skill-levels. Rec Clubs strive to embody all the values of Campus Recreation by being community oriented, safe, sustainable, diverse, accessible, and educational.

Position Description:

This position is responsible for assisting the Rec Clubs Coordinator in the day to day operations of the Rec Club program including supervising and evaluating Rec Club staff. Responsibilities include but are not limited to:

- Work collaboratively with Campus Recreation staff on events, programming, assessment, policy development and other initiatives
- Co-advise the Rec Clubs
- Oversee the Rec Sports Supervisors in conjunction with the Intramural Coordinator; duties include: training student staff, creating student schedules, evaluating students, and facilitating weekly staff meetings
- Keep The Board updated and current for club leaders and staff to view
- Coordinate and manage the Rec Club Safety Officer program for clubs
- Create the quarterly Rec Club practice schedule for all on campus practice venues
- Assist in the organization of annual events such as Party in the Park, Party Near the Park and the Campus Recreation year-end recognition
- Responsible for fun days in the Rec Clubs office for clubs, club leaders, and club members
- Actively support and attend the Rec Clubs Council meetings
- Learn and utilize all aspects of the Orgsync online management system
- Attend club events on campus and off-campus
- Promote teamwork, multicultural awareness and the establishment of a collaborative student-centered environment
- Assist students in areas including problem solving, conflict resolution and communication
- Conduct and participate in a series of leadership workshops
- Participate in the Enrollment Management and Student Affairs graduate student cohort
- Attend professional staff meetings

- Accountable to the fiscal integrity of Campus Recreation Department budget, ensuring that funds are spent in the best interest of the general student body at PSU and in accordance with Student Fee guidelines.
- Other duties as assigned

Graduate Assistants are considered para-professional employees and as such are held to high expectations. Ability to work with minimal supervision, identify and complete projects without direction, establish and maintain appropriate boundaries with aquatics and staff, and devote appropriate prioritization towards duties are essential. Additionally, graduate assistants are expected to provide outstanding customer service, deal with difficult situations well and work well with diverse populations.

Qualifications:

- Positive attitude
- Bachelor's degree and full-time enrollment in a graduate program at Portland State University
- Must obtain or be able to obtain American Red Cross CPR/AED for the Professional Rescuer, Standard First Aid within 4 weeks of hire
- Ability to work collaboratively with others to accomplish goals
- Excellent communication skills; including the ability to understand and articulate policy and procedures
- Proficiency with Microsoft Office applications.
- Maintain minimum enrollment 9 graduate credits in fall, winter and spring terms.
- Minimum 3.0 grade point average and maintain good academic standing throughout employment
- Commitment to Campus Rec's mission statement
- Consistent role modeling of professional standards of conduct

Duration and Compensation:

July 1, 2012 through June 30, 2013 (July start date is negotiable). Compensation includes a monthly stipend of approximately \$1048.60 and tuition remission of up to \$4500 per term. Tuition remission fall, winter and spring terms only. See www.gsr.pdx.edu/ogs_gradassist.html for more information.

The Graduate Assistant is expected to work approximately 20 hours/week. If the Graduate Assistant does not work over school breaks, the Graduate Assistant is expected to make up the hours during the other weeks in the term in which the break falls.

Graduate Assistants must be available to work 4 days per week between Monday and Saturday. The Graduate Assistant will be expected to work weekends/nights if needed. Work hours are typically about 5 hours each day. Work schedules must be submitted in writing and approved by the Program Coordinator each term. Any changes to work schedules must be requested in writing and are subject to approval.

Application Procedure: To apply, submit a letter of interest, resume, and contact information for three references to Joelle Kenney at crcjobs@pdx.edu. For more information about the department, please see www.pdx.edu/recreation. Please contact us for alternative instructions if you do not have email or if you need any other accommodations.

Committee will start to review applications March 12, 2012. Applications will be accepted through March 30, 2012.

For more Information:

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Portland State is an AA/EO institution and, in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity