Recreational Services at The University of Iowa provides comprehensive recreation programs and services to The University of Iowa students, faculty and staff, and the Iowa City area community. Program areas include: Intramural Sports, Fitness & Wellness, Sports Clubs, Lesson Programs, Aquatics, Tennis, Rowing, Outdoor Recreation, and Informal Recreation. The department employs 42 full-time staff, 4 graduate assistants, and over 800 hourly employees.

The University is located on the banks of the Iowa River in Iowa City, which has a population of over 70,000 people. Only three and a half hours west of Chicago, Iowa City is a great college town with a friendly atmosphere. Founded in 1847, the University of Iowa is a member of the Big Ten Conference. With a student enrollment of over 29,000, The University of Iowa provides a wide array of opportunities for students with varying interests (http://www.uiowa.edu/).

**Position Summary:**
The Recreational Services Department is looking for a strong candidate to serve as an Intramural Graduate Assistant for two years beginning in the fall 2015 semester and ending in the spring 2017. We offer Graduate Assistants a distinct opportunity to gain an understanding in all aspects of a Recreational Program with a focus on Intramural Sports through hands-on experience.

**Responsibilities:**

1. Plan, promote, supervise, evaluate and operate Intramural Sport activities.
2. Hire, train, schedule and evaluate Intramural supervisors, officials and scorekeepers.
3. Attend and present at officials meetings for all sports.
4. Prepare presentations for all captains’ videos.
5. Assist in the administration of NIRSA Regional Flag Football Championships if held on our campus.
6. Attend staff orientation, regular departmental staff meetings and weekly Intramural staff meetings.
7. Maintain daily office hours.
8. Manage payroll for officials and scorekeepers.
9. Assist during University of Iowa events as needed.
10. Participate in intramural events and social gatherings.
11. Participate in mentorship program with senior staff members.

**Supervision Received:** Direct supervision received from the Assistant Director of Intramurals.

**Supervision Exercised:** Part-time Intramural student supervisors, officials, and scorekeepers.

**Dates:** The Graduate Assistant position is a 2-year position, beginning in mid-August, 2015 with completion in mid-May, 2017.

**Salary:** Salary of $18,808 for a 9-month academic year appointment. Graduate Assistants are eligible to receive tuition scholarship of $4053/semester based on an appointment of 25% or greater. Summer employment within the department is available. *(Salary and tuition scholarship are subject to change).* Additional information regarding terms and conditions of employment for graduate assistants covered by COGS can be found at: http://www.uiowa.edu/hr/relations/bargaining/cogs/cogs15.html#Section41213Ac

**Professional Development/Other:** Graduate Assistants receive annual student membership to NIRSA or AORE. Departmental funding will be available to pay for the registration to one national conference per year with approval from immediate supervisor. Up to $250 will be allocated for travel expenses to a national conference during the second year of assistantship. All graduate assistants are given some opportunity to become involved with Sports Clubs, Special Events, Summer Sports Camps, Outdoor Trips and Fitness & Wellness Programs.

**Required Qualifications:**
- Admission to The University of Iowa Graduate College with related degree program in either Leisure Studies (http://clas.uiowa.edu/hhp/tracks/leisure-studies/graduate), Health and Sport Studies (http://www.registrar.uiowa.edu/registrar/catalog/liberalartsandsciences/healthandsportstudies/), or Higher Education and Student Affairs (http://www.education.uiowa.edu/epls/hesa). Admission requires the minimum of a 3.0 GPA.
- Supervision of Intramural Events
- Knowledge of administration aspects of an Intramural Program
- Officiating experience in multiple Intramural Sports

**Competencies**
- Ability to handle multiple responsibilities.
- Possess a strong work ethic.
- Effective time management skills.
- Strong interpersonal skills.
- Effective communication skills

**Desirable Qualifications:**
- Evaluation of Intramural Officials
- Participation in State, Regional, or National Extramural Tournaments as an official and/or committee member

**Application Procedure:**
To apply: Send a cover letter, resume, and 3 professional references via e-mail to:

Lori Berger, Human Resources Manager
lori-berger@uiowa.edu

All application materials must be **received by 5pm on January 30, 2015.** Applications will NOT be accepted at the NIRSA Annual Conference. Interviews will be conducted following the application deadline.

*The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.*