

Nova Southeastern University

Position Title: Graduate Assistant for Intramural sports and Special Events

Center/Department: Student Affairs

Reports: Assistant Director for Intramural Sports

Status: FLSA Non-Exempt_____ FLSA Exempt_____

Date: July 2007

Primary Purpose: The Graduate Assistant for Intramural Sports and Special Events is a member of the Division of Student Affairs and is responsible for furthering the mission of the University Center. This position is responsible for fostering the growth and development of recreational program opportunities in the areas of Intramural Sports and Special Events. Additional responsibilities and duties are outlined as follows.

Essential Job Function:

1. To assist in coordinating special event programs targeted at all university populations that are recreation in nature; mostly conducted on weekends
2. To serve as site-manager at all special event activities.
3. To conduct all relevant scheduling for special event activities.
4. To secure locations and equipment for all special event activities.
5. To market and promote of all special events activities.
6. To assist in conducting intramural sport officials training, mostly conducted during evenings
7. To serve as site-manager at designated intramural sport leagues.
8. To assist with intramural related scheduling as necessary.
9. To complete assessment reports for all said activities.
10. To administer systems and procedures for all relevant events.
11. To assist in accurately tracking and ordering all equipment and accessories.
12. To track standings and relevant statistics.

13. To complete accident and incident reports as necessary.

14. To administer disciplinary hearings.

Marginal Job Function:

1. To assist with annual budget preparation and yearly allocations.
2. To work with the grounds staff on field maintenance.
3. To assist with program development at all NSU Student Education Centers.
4. To do other relevant duties as assigned.

Additional Job Functions:

Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applications or employees with disabilities and will make reasonable accommodations when necessary. The following are abilities and physical requirements for all positions at the University.

1. Ability to orally communicate effectively with others, with or without the use of an interpreter.
2. Ability to communicate effectively in writing, using the English Language, with or without the use of auxiliary aids and services.
3. Ability to work cooperatively with colleagues and supervisory staffs at all levels.
4. May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.
5. May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils, calculators, computer keyboards, and telephones.
6. May be required to transport oneself to other campus offices, conference rooms and, on occasions, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

Minimum Qualifications:

1. Bachelor's degree from an accredited university in a relevant discipline.
2. Prior professional experience, preferably in a university setting.