

**CENTER FOR CAMPUS LIFE
GRADUATE ASSISTANT
CLUB SPORT ADMINISTRATION**

I. GENERAL RESPONSIBILITIES

The Graduate Assistant for Club Sports is a graduate student (pre-professional) position within the Center for Campus Life. Major responsibilities include aiding in the development and administration of Student Government recognized club sports. The Graduate Assistant will track all club sport activities including league memberships, league requirements, rosters, scheduled competitions as well as tracking required paperwork and budgets.

II. SPECIFIC RESPONSIBILITIES

- a. Tracks each team's schedule of competitions and practices
- b. Maintains communication with all the sports clubs as it relates to paperwork and institute information
 - i. Coordinates required forms regarding anti-hazing documentation and physical exams
 - ii. Tracks required attendance records at Bader Grant presentations and Anti-Hazing presentations.
- c. Maintains all rosters for clubs including tracking waiver forms and physicals.
- d. Establishes preliminary relationships and communication between the club and their league.
- e. Tracks all spending and fundraising
- f. Coordinates assessment of club sport activity including benchmarking with other institutes to find best practices.
- g. Attends home club events and provides spot checks regarding team rosters to ensure that participants have completed required paperwork.
- h. Other responsibilities as deemed appropriate (*i.e.* mailings, assessments, etc)

III. COMPENSATION

Stipend: \$9000
Non-traditional hours

IV. REPORTING RELATIONSHIP

The Graduate Assistant for College Activities Board/Campus Life Program reports to the Assistant Director for Campus Life Programs.

V. APPLICATION PROCEDURE

Submit cover letter, resume, and names/phone numbers of three references to:

Graduate Assistance Selection Committee
RIT Center for Campus Life
34 Lomb Memorial Drive
Rochester, NY 14623-5603
(585) 475-7058