

Graduate Assistant for Recreation Programs

The Graduate Assistant for Recreation Programs reports to the Director of Recreation Programs. They are responsible for the hiring, training, supervision, and evaluation of undergraduate student staff working within the department. They will assist in the management, planning, and implementation of Rider's Recreation Program, including late night and weekend events.

Administrative Responsibilities

- Interview, hire, schedule, evaluate, and supervise 8-12 student staff within the department.
- Train and evaluate staff on Intramural Sports rules and officiating ability within the 4-6 league sports the program offers - basketball, flag football, dodgeball, volleyball, floor hockey, and softball.
- Manage the daily operations of the intramural program including announcements, league creation, forfeit fee collection, etc within imleagues.com.
- Perform equipment inventory for all aspects of the program and order Intramural Champion T-shirts, trophies, and staff attire when needed.
- Review student time sheets and ensure accuracy for processing.
- Assist with preparation of statistical analysis, program assessments and overall program recommendations.
- Secure indoor and outdoor space for intramurals and club sports.
- Assist in the advising of the Rider University Club Sports Council and the 22 club sports the CSC recognizes.

Program Responsibilities

- Co-advise the Unified Sports Club in order to ensure university support and oversight as well as provide a safe atmosphere for students and Special Olympics Athletes.
- Co-advise the Esports Club and ensure MAAC league requirements are being met by participants, completing paperwork on time, and staying abreast of league developments
- Enforce and uphold club sport travel and risk management policies and procedures
- Process extramural event registration, academic eligibility requirements, and coordinate travel with team captain (State and regional flag football tournaments and basketball tournaments).
- Chaperon students attending conferences and/or extramural events.

Communication Responsibilities

- Attend and participate in divisional and departmental meetings as directed.
- Establish regular contact with Intramural Sports Captains and participants providing them with necessary information regarding their team and the program.
- Attend Club Sports Council meetings every Tuesday from 1130am-1230pm in order to provide information and support to club leaders
- Attend recruitment events such as Admitted Students Day, Open Houses, SGA Involvement Fairs, etc.

Contact:

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