

Graduate Assistant for The Office of Campus Recreation (Student Employment)

Department of Campus Recreation, Division of Student Affairs

Reports to: Director of Campus Recreation

Position Summary

The Graduate Assistant for Campus Recreation supports the day-to-day operations of the Campus Recreation department, including but not limited to SRC student worker management, facility supervision, intramural sports, club sports, special events, and fitness programming. This position provides leadership and development opportunities for a graduate student interested in a career in recreation, student affairs, sport management, or a related field.

Position Details

- Part-time, Student Employment
- Hours: 20 Hours during the academic year
- Compensation: tuition remission and hourly wage

Required Qualifications

- Bachelor's degree in recreation, sport management, kinesiology, higher education, or a related field,
- Admission to a graduate program at Rider University,
- Prior experience in campus recreation or related areas is preferred,
- Strong interpersonal, communication, and leadership skills,
- Ability to work some evenings and weekends,
- Experience with recreation management software,
- Experience supervising or training student staff,
- CPR/AED and First Aid certification (or willingness to obtain).

Responsibilities

- Coordinate intramural leagues and tournaments,
- Train, schedule, and evaluate officials,
- Manage participant eligibility, conduct, and sportsmanship policies,
- Reserve facilities and manage intramural league setup needs,
- Assist with the supervision and scheduling of Campus Recreation programs and facilities,

- Serve as a mentor and leader for student employees and participants,
- Assist in planning and implementation of departmental special events,
- Support risk management and safety protocols across all recreation programs,
- Help with assessment initiatives, including data collection and analysis,
- Serve as a liaison to club sport officers and teams,
- Help review and enforce Club Sport Standards & Expectations,
- Supervise facility operations, including opening/closing and equipment checkout,
- Support all responsibilities of the Fitness Center Staff and Manager on Duty,
- Other duties as assigned by the Director of Campus Recreation.