Intramural Sports Graduate Assistant
Department of Campus Recreation – Clemson University

The Intramural Sports Graduate Assistant will serve in an administrative role with the Intramural Sports program. Applicants must be accepted into a graduate program at Clemson University in order to be considered. Students who apply for the position should have significant prior experience with intramural sports and/or sports officiating in an accredited collegiate intramural sports program. This position is 9 months/25 hours per week with a salary of $10,000 renewable on a yearly basis and is dependent on the maintenance of satisfactory academic standing, as well as acceptable performance reviews from the Assistant Director, Intramural Sports.

I. Duties and Responsibilities

- Assist with personnel procedures pertaining to hiring, training and dismissal of Intramural Sports employees under the guidance of the Assistant Director, Intramural Sports.
- Responsible for direct management and evaluation of Intramural Sports officials’ staff.
- Organize and conduct training clinics for each officiated sport.
- Conduct disciplinary meetings with intramural participants as necessary.
- Attend weekly Intramural Sports and Campus Recreation professional staff meetings.
- Aid in planning and implementation of sport registrations and team captain’s meetings.
- Responsible for ensuring that student employees and participants adhere to safety guidelines and follow appropriate emergency/accident procedures for all injuries and incidents.
- Membership on Campus Recreation and/or Clemson University committees or work teams.
- Attendance and/or participation at Campus Recreation events or promotions, as assigned.

II. Knowledge, Skills, and Abilities

- Knowledge of various sport rules and policies related to collegiate intramural sports.
- Ability to interact successfully with college students from diverse identities and backgrounds.
- Ability to use various computer programs including Microsoft Word, Excel, PowerPoint, and Outlook.
- Demonstrated communication skills both written and verbal.

III. Required Qualifications

- Acceptance to graduate program at Clemson University
- Hold safety training/certification (American Red Cross First Aid, CPR, & AED) and blood-borne pathogen training or acquire such certification within 30 days of hire.
- Position subject to criminal background check.

IV. Preferred Qualifications

- Experience with planning and implementation of student staff training(s)
- Experience with planning and implementation of intramural sports and events
- Experience officiating at a state, regional, and/or national level

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