

University of Florida and Department of Recreational Sports

The University of Florida is one of only 17 public land-grant universities that belong to the Association of American Universities. With an enrollment of 50,000 students, UF provides high quality instruction to prepare the future leaders of the state and nation. The Department of Recreational Sports strives to provide an extensive array of leisure and recreational opportunities. Approximately 87% of UF students participate in RecSports programs and services which include two recreation centers, two strength and conditioning facilities, an assessment center, a training center, an indoor track, nine multi-purpose field areas, an outdoor recreation complex, two lakeside parks and the UF Outdoor Team Challenge Courses. Program areas include Aquatics, Athletic Training, Competitive Sports, Facility Operations, Fitness, Lake Wauburg, Marketing, Risk Management and Staff Development and Training.

Requirements:

To be considered for an assistantship, students must meet graduate school requirements and be admitted as a degree-seeking graduate student at the University of Florida. The **minimum** requirements include: a 3.0 GPA overall, a 3.0 GPA in the last 60 hours, and a minimum 154 verbal/145 quantitative on the GRE. To maintain the assistantship, a 3.0 or better grade point average must be maintained each semester. Students also must meet minimum course registration requirements for each semester they are appointed. Students must be enrolled in nine credit hours of graduate course work during the fall and spring terms.

Qualifications:

- A bachelor's degree in recreation, sports management or a related field is preferred
- Proficiency with Microsoft Office and web-development software
- Demonstrated communication, organizational and leadership skills
- Commitment to customer service and effective interpersonal communication skills
- Supervision or leadership of collegiate Sport Clubs and/or Intramural Sports

RecSports Team Members Responsibilities:

- Develop professional relationships with co-workers, participants and guests
- Uphold and exceed the expectations of the Cornerstones of RecSports Service: accountability, anticipating needs, attitude, and atmosphere
- Demonstrate a desire to learn and apply knowledge as a RecSports ambassador
- Take ownership of RecSports facilities and programs by exhibiting a responsible work ethic
- Promote and maintain cleanliness and appearance within and surrounding RecSports facilities
- Enforce RecSports policies and procedures to promote participant safety and satisfaction
- Respond to all emergency situations and adhere to established protocol including pre- and post- incident procedures

Area Specific Job Responsibilities:

- Operate within a group of Professional Staff, Graduate Assistants and/or Program Assistants to facilitate major program initiatives (Scheduling & Management, Personnel Development and Program Development)
- Serve as liaison to select sport clubs; this covers all aspects of club oversight, including risk management, inventory, waiver collection, website updates, etc.
- Conduct officer training, monthly meetings and practice oversight of select clubs
- Attend and participate in Sport Club Council and Sport Club Leadership Seminars
- Manage the day-to-day operations of selected team sports, individual and dual activities each semester
- Recruit, train, supervise and evaluate intramural supervisors, officials and scorekeepers
- Assess and evaluate specific sports, including revision of rules, policies and inventory control
- Maintain intramural website (IMLeagues) and results for assigned activities
- Inspect all assigned facilities on a weekly basis documenting any problems that may be present
- Update sport rules, rules tests and other training manuals
- Monitor staff hours and timecards and review daily paperwork for assigned sports
- Assist in the planning and facilitation of Extramural Flag Football tournament and other extramural events
- Attend Recreational Sports staff meetings and report on specific Competitive Sports projects
- Represent program at regional tournaments and conferences

Compensation:

Tuition waivers are granted to cover nine credits of course work during the fall and spring semesters. Student is responsible for paying his/her own fees. A \$13,000 stipend from August to May is also included along with the opportunity for summer employment. Graduate students have access to health insurance through the University. Professional development assistance is typically available.

Application Process:

Preference will be given to applications received by **January 23, 2015**. Please submit a letter of application, resume, names and phone numbers of three references, GRE score (verbal, quantitative, writing), overall GPA (a minimum of 3.0 to be considered), GPA for last 60 hours and assistantship of choice by either mailing or e-mailing your application to:

Mail to:

Graduate Assistant Search Process

University of Florida
Recreational Sports
3150 Hull Road
Gainesville, FL. 32611 - 2760
FAX 352.846.1079

Or Email:

catc@recsports.ufl.edu

Applications submitted via bluefishjobs.com will NOT be reviewed.