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 Kinesiology, Recreation, Sports Management, Student Personnel in Higher Ed or a related field is preferred
- First Aid and Adult CPR/AED certifications should be current or obtained before position commencement
- Proficiency with Microsoft Office
- Demonstrated communication, organizational and leadership skills
- Commitment to customer service
- Effective interpersonal communication skills and presentation skills
- Prior supervisory experience working in a collegiate recreational sports program is highly preferred

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:**

**Training/Development**
- Develop, coordinate and present professional and personal staff development programs/in-services for student staff and the leadership team.
- Facilitate the development of staff area training videos, i.e. customer service, risk management, evacuation/fire drill and how-tos.
- Oversee and facilitate the RecSports Supervisor Series Program
- Coordinate, develop and lead Team Training Day, Leadership Team and Program Assistants Team workshops/meetings.
- Oversee the Rookie’s Edition new employee on boarding program to ensure consistent information and preparation is provided to all new employees.
- Research, develop and create a library of educational materials to act as a resource for staff and report on new trends in human resources, leadership, development and competencies.
- Present at least one professional and personal staff development program/in-service for student staff and the leadership team per year.
- Help create and develop new methods to improve staff performance, morale, and engagement.

**Supervision**
- Hire, train and develop the Recreation Managers and Staff Development & Training Program Assistants, Associates and Interns.
- Supervise, mentor and provide corrective action to the Recreation Managers and Staff Development & Training Program Assistants, Associates and Interns.

**Recruitment and Selection**
- Develop and implement strategies to recruit qualified student applicants.
- Assist with student staff selection, including recruitment and interview process.
- Develop and maintain consistent Human Resource Documentation (i.e. evaluation forms, and reference checks)
- Maintain and recommend updates for student employee position descriptions.
- Develop and implement a method to assess all components of the student staff selection process and staff retention.
- Establish a campus-wide network for recruiting candidates to fill student staff positions.
- Act as a liaison between Recommendation Committee Chairs, the Leadership Team, and the full-time Programming Staff

**Recognition/Service/Social Media**
- Coordinate and administer an Employee Recognition Program (E²) and implement new recognition strategies (Director’s Award, Supervisors of the Month/Year).
- Oversee employee appreciation and recognition events
- Coordinate the National Student Employee Week events
- Update and monitor RecSports Student Staff Facebook Page.
- Help to develop, critique and implement SD&T community service events and opportunities.
Assessment

- Conduct assessments and gather feedback from student staff members through feedback email system, focus groups, Director’s Group, Facebook Page, and student surveys at each facility.
- Assist with the development and execution of assessment programs and/or service areas.
- Participate in the overall assessment planning and goal setting.

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 bluestfishjobs.com will NOT be reviewed.