



VALDOSTA STATE UNIVERSITY

Graduate Assistant – Special Events

DESCRIPTION: The Graduate Assistant will be responsible for the design, implementation, and management of all Special Event activities within Valdosta State University Campus Recreation. Under the supervision of the Coordinator of CORE Outdoors, the Graduate Assistant serves as a leader and liaison between all program areas within the Department of Campus Recreation for the successful implementation of special events. This position is responsible for organizing and partnering with outside entities, and managing relationships to further enhance VSU Campus Recreation's brand. This position also has responsibilities with student growth and development.

RESPONSIBILITIES:

- Assist with the coordination and development of all Campus Recreation Special Events (ex. Haunted Trail)
- Assist with recruiting, hiring, training, supervising, evaluating, and scheduling 40+ staff from multiple program areas
 - Develop, organize and implement schedules for Special Events shifts, utilizing the Sling scheduling system
 - Organize, schedule and market Special Events
- Facilitate training, mentoring and continuing education opportunities for all special events staff
- Develop, plan and execute special events
- Work cooperatively with other Campus Recreation staff members and assist with the implementation of special events
- Maintain an active presence in all Campus Recreation programs
- Assist in developing & managing wellness programming for faculty, staff and students

QUALIFICATIONS:

- Bachelor's Degree required, preferably in Exercise Science, Kinesiology, Recreation, Sport Management, or related field.
- Minimum of two years' experience in a Recreational Sports program including officiating or supervising experience preferred.
- Excellent verbal and written communication skills, word processing, as well as strong interpersonal skills.
- Proficient with all Microsoft office applications; Proficient with using a Mac and Windows computers.
- Demonstrates understanding of fitness techniques, movements, and ability to develop routines, and schedules
- Proven ability to recruit, develop, lead, supervise and motivate student personnel
- Positive attitude, proven ability to work successfully with diverse populations, and excellent customer service skills.
- Qualified candidates must be accepted by VSU Graduate School in desired field of study before the final offer can be made for the position. Applicant must also have taken or must be planning to take the GRE exam.

COMPENSATION: \$8,000.00 Stipend for 10 months, Full Tuition Waiver,

Graduate Assistant Special Events



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LAST DATE FOR CONSIDERATION: For optimal consideration, please submit your application items before Friday, February 4th, 2022. Position will remain open until filled.

PERSON INTERESTED IN THIS POSITION SHOULD: Forward a cover letter, resume and references to:

Annalisa McCarty, Recreational Supervisor

VSU Campus Recreation

1500 North Patterson Street Valdosta, Georgia 31698

Email: ajmccarty@valdosta.edu Phone: (229) 333-5898 Fax: (229) 259-5088

Do not apply through bluefishjobs.com

NOTES: The Position is a 1-year appointment (10 month) with an additional second year based upon performance. Full tuition waived (In and out-of-state, up to 15 credit hours for fall and 15 credit hours for spring, summer tuition waiver up to 9 credit hours). Salary based on 10 month period (Fall/Spring). Summer hourly employment is also available. Must pay student fee (approximately \$1,100). Position is contingent upon the applicant's acceptance to the Valdosta State University Graduate School.

**CAMPUS RECREATION
DIVISION OF STUDENT AFFAIRS**