

Graduate Assistant-Intramurals

The Graduate Assistant-Intramurals will report to the Assistant Director of Recreational Sports, and is responsible for administering all aspects of the intramural program, including, but not limited to: recruiting, training, supervising, and evaluating student Intramural supervisors and officials; producing all league schedules, tournament brackets, single/dual events and meet sport schedules; conduct clinics and workshops on rules, playing techniques, officiating procedures, and intramural sports policies; maintaining accurate statistical records related to participation, budget, and equipment inventory; coordinating public relations and promotions; coordinate and participate in disciplinary hearings. Assist with Recreational Sports special events and other duties as assigned.

Minimum Requirements:

- Bachelor's degree from an accredited college or university in Physical Education, Recreation, Sports Management or related field.
- Must be admitted to an ODU Graduate program, and enrolled in a minimum of 6 credit hours.
- Maintain a 3.0 GPA in graduate program.

Preferred Requirements:

- Work experience at the collegiate level in the organization and administration of a comprehensive intramural sports program, or related experience
- Work experience in supervision of intramural sports personnel
- Ability to organize and administer training clinics and evaluation systems related to officiating team sports.
- National/regional/NIRSA officials' certification.
- CPR, First Aid, and AED certification
- Possess good written and verbal skills
- Computer proficient with Word, Excel, and Publisher

Stipend:

- \$10,000 – 9 months plus tuition assistance (masters students only).
- Full tuition waiver for Ph.D. students. Summer employment is optional.

Starting date:

- August 16, 2006

Prior to NIRSA, please: Submit a **cover letter**, **resume**, and **list of references**:

**Dr. Jean M. Holt, Assistant Director of Recreational Sports
Recreational Sports Department
Norfolk, Virginia 23529-0200**

Applications will also be accepted and preliminary interviews conducted at the NIRSA National Conference.

Old Dominion University is an Affirmative Action/Equal Opportunity Employer

Graduate Assistant- Fitness/Wellness

The Graduate Assistant- Fitness/Wellness will report to the Fitness and Wellness Coordinator, and is responsible for staff training and evaluation; dietary assessments; P.O.W.E.R program for special populations, Common Health Program, and supervision at the Village Fitness Center. Successful candidate should have strong background in exercise prescription and testing. Assist with Recreational Sports special events and other duties as assigned.

Minimum Requirements:

- Bachelor's degree from an accredited college or university in Exercise Science, Health Promotion or related field.
- Must be admitted to an ODU Graduate program, and enrolled in a minimum of 6 credit hours.
- Maintain a 3.0 GPA in graduate program.

Preferred Requirements:

- Work experience in area of exercise science, health promotion or related field.
- Work experience with group fitness and/or computerized fitness assessments (MicroFit).
- Strong background in exercise prescription and testing.
- American College of Sports Medicine, National Strength and Conditioning Association or other national certification.
- CPR, First Aid, and AED certification
- Possess good written and verbal skills
- Computer proficient with Word, Excel, and Publisher

Stipend:

- \$10,000 – 9 months plus tuition assistance (masters students only).
- Full tuition waiver for Ph.D. students. Summer employment is optional.

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Graduate Assistant - Facilities

The Graduate Assistant-Facilities/Sport Clubs will report to the Associate Director of Recreational Sports, and is responsible for administering all aspects of the informal recreation program and facility operations. Serves as an official representative of Recreational Sports during duty hours. Responsible for recruitment, hiring, training, supervising, scheduling, and evaluating student employees; inventory control; promotions and public relations; facility and event supervision; oversee safety, security, and risk management issues for facility and events; develop and manage policies and procedures for the facility. Assist with Recreational Sports special events and other duties as assigned.

Minimum Requirements:

- Bachelor's degree from an accredited college or university in Physical Education, Recreation, Sports Management or related field.
- Must be admitted to an ODU Graduate program, and enrolled in a minimum of 6 credit hours.
- Maintain a 3.0 GPA in graduate program.

Preferred Requirements:

- Work experience in facilities management, informal recreation or related field.
- Possess good written and verbal skills
- CPR, First Aid, and AED certification
- Computer proficient with Word, Excel, and Publisher

Stipend:

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Graduate Assistant – Sport Clubs

The Graduate Assistant – Sport Clubs will report to the Assistant Director of Recreational Sports and is responsible for administering all aspects of a comprehensive sport club program. Works closely with sport club officers in the overall administration of their respective clubs; develops rules, policies and procedures; assists with budget allocation; risk management; equipment inventory. Coordinates the establishment of new clubs, and reactivation process for inactive clubs. Assists with student leadership development programs for club officers; coordinates and participates in disciplinary hearings. Assist with Recreational Sports special events and other duties as assigned.

Minimum Requirements:

- Bachelor's degree from an accredited college or university in Physical Education, Recreation, Sports Management or related field.
- Must be admitted to an ODU Graduate program, and enrolled in a minimum of 6 credit hours.
- Maintain a 3.0 GPA in graduate program.

Preferred Requirements:

- Work experience with sport club programs, sports management, recreation or related field.
- Possess good written and verbal skills
- CPR, First Aid, and AED certification
- Computer proficient with Word, Excel, and Publisher

Stipend:

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Graduate Assistant – Outdoor Adventure

The Graduate Assistant – Outdoor Adventure is responsible for assisting with the development and management of a new Outdoor Adventure program, to include: promotion and marketing of outdoor adventure opportunities; hire, train, supervise and evaluate student staff; develop, facilitate and assess outdoor adventure trips. Assist with development of a Ropes Challenge Course and ropes course programs. Assist with Recreational Sports special events and other duties as assigned.

Minimum Requirements:

- Bachelor's degree from an accredited college or university in Physical Education, Recreation, Sports Management or related field.
- Must be admitted to an ODU Graduate program, and enrolled in a minimum of 6 credit hours.
- Maintain a 3.0 GPA in graduate program.

Preferred Requirements:

- Work experience with a collegiate adventure program leading groups in at least 3 of the following areas: rock climbing, whitewater kayaking, canoeing, sea kayaking; surfing; sailing; or backpacking.
- Work experience leading groups on Challenge Course in team training and high ropes.
- Possess good written and verbal skills
- CPR, First Aid, and AED certification
- Computer proficient with Word, Excel, and Publisher

Stipend:

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Graduate Assistant – Athletic Training

The Graduate Assistant – Athletic Training will report to the Director of Recreational Sports and is responsible for providing athletic training services for official sport club practices and games; conducting evaluations of activity related injuries for a broad range of participants and assisting patrons in their rehabilitation of these injuries; inventory control of equipment and supplies. Assist with Recreational Sports special events and other duties as assigned.

Minimum Requirements:

- Bachelor's degree from an accredited college or university in Physical Education, Sports Medicine or related field.
- Must be NATA certified or eligible for the NATA certification examination
- Must be admitted to an ODU Graduate Athletic Training program, and enrolled in a minimum of 6 credit hours.
- Maintain a 3.0 GPA in graduate program.

Preferred Requirements:

- Work experience in an athletic training program
- Possess good written and verbal skills
- CPR, First Aid, and AED certification
- Computer proficient with Word, Excel, and Publisher

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