

Graduate Assistant Position Description Campus Recreation – Competitive Sports

Supervisor Name & Title:	Billy Willis Associate Director, Campus Recreation
Supervisor Contact	937-775-5505 Billy.Willis@wright.edu
Number of Openings:	1
Start Date:	Preferred: 07/7/2025 Required: 08/04/2025
Dates of Employment and Other Terms:	Employment requires a minimum of 20 hours per week, pays a monthly stipend of \$950 per month (September through April) for an 8-month academic year position, and includes a two-semester in-state tuition waiver for Fall 2025 and Spring 2026. A second year for Fall 2026-Spring 2027 by mutual agreement of the student and the department. Possibility for employment during summer may be discussed and would be arranged through student employment. Hiring for this position is conditional upon acceptance and continence in a graduate school program at Wright State University. This position gives preference to the Student Affairs in Higher Education (SAHE) master's program.
Position Overview:	A Graduate Assistant for Competitive Sports would further the development of the Competitive Sports program at Wright State University. The position will assist with Intramural Sports as well as assisting the entire Campus Recreation department.
Specific Responsibilities:	<p>Provide support to Intramural Sports Program 75%</p> <ul style="list-style-type: none">- Contribute to the success of our student development model through recruiting, training and mentoring Intramural Sports Officials and participants.- Assist with office duties, reviewing nightly reports and official evaluations- Manage league operations, set-up, registration, captains' meetings, and scheduling of games.- Assist with facility scheduling <p>Assist with Campus Rec operations 25%</p> <ul style="list-style-type: none">- Assist with the operation and posting of social media platforms- Enhance the use of technology within campus recreation programs- Other duties as assigned
Position Requirements:	Bachelor's degree and acceptance into Graduate School at Wright State University required. Experience with programming events (intramural or sporting related a plus). Knowledge of operation of computer scheduling programs (such as FusionPlay or imleagues.com) Knowledge of using professional social media CPR/First Aid/AED certified, or willing to be certified within 60 days on employment
Position Preferences:	OHSAA or equivalent officiating experience/certification Intramural Sports Officiating experience Attending NIRSA Regional events such as Flag Football or Basketball Tournament, Workshops or conferences Experience in leadership positions within your campus recreation department
Application Instructions	Upload a resume, cover letter, and list of 3-5 references and/or letters of recommendation to this posting on Handshake. OR Send a resume, cover letter, and list of 3-5 references and/or letters of recommendation to billy.willis@wright.edu . First consideration date will be January 21, 2025. Position will be offered under conditions of acceptance into a graduate school program at Wright State University.

