Duquesne University
Recreation Department
Intramurals Graduate Assistant Position Description

General Statement of Duties:
The Graduate Assistant is responsible for assisting in the operation of the Intramural Sports Program. The Graduate Assistant reports directly to the Coordinator of Intramurals/Club Sports.

Supervision Received:
The Intramurals Graduate Assistant works under the direct supervision of the Coordinator of Intramurals.

Specific Duties and Responsibilities:
1. Assist the Coordinator in the organization and administration of the Intramural Sports Program.
2. 20 on-duty hours per week including at least three nights of field/court supervision of events at the Recreation Department Facilities and weekend activities as assigned.
3. Scheduling team sports, individual/dual activities, and special events. As a GA you will be assigned specific team sports, individual/dual activities, and/or special events that you will be held accountable and responsible for each semester.
4. Attend and be prepared to report on intramural sports/activities at the bi-weekly Intramural Staff meeting.
5. Organize and conduct team captain meetings for assigned sports/activities.
6. Coordinate equipment needs and inventory for assigned sports/activities.
7. Responsible for marketing of the overall program (i.e. flyers, brochures, handouts, marketing tables) to the campus community as well as recruiting student staff (officials, supervisors, etc.)
8. Attend disciplinary meetings for assigned sports/activities. Accurately record participant incidents and discuss all issues with Coordinator of Intramurals.
9. Record keeping: team standings, team power rankings, sportsmanship points, sport summaries/fact folders, payroll reports, etc.
10. Responsible for individual sport Champions, Player of the Week, and Power Madness Final Four teams pictures and team write-ups to place on website and bulletin boards.
11. Assist the Coordinator of Intramural Sports with program planning and evaluation, revision of rules, staff development, and revision of all policies and procedures.
12. Develop and conduct training clinics (under direction of the Coordinator) for assigned sports.
14. Supervise and schedule student staff (supervisor, sport officials, etc.).
15. Track student staff work schedule, performance, call-offs, and development within the program
16. Assist the Coordinator of Intramurals with keeping an accurate account of the Intramural budget and allocated fees.
17. Assist with the development, organization, and supervision of the Intramural Sports Council.
18. Facility management responsibilities as assigned. Should be available to close and open the facility and supervise Intramural Sports as assigned by the Director.
19. Must be available to work early mornings, late nights, holidays and weekends.
20. Assist with Recreation Department projects.
21. Oversight of all student aides (both Intramural and attendants) while on duty.
22. Other duties as assigned by the Coordinator of Intramurals and/or the Director.

**Compensation:**
Remuneration includes tuition remission and a monetary stipend.

**Important Information:**
If you should require any additional information, please contact the Recreation Department at (412) 396-5050.