Sam Houston State University (SHSU) has announced four (4) Graduate Assistantships for the 2014-2015 Academic Year in the following areas:

1. Informal Recreation
2. Fitness
3. Outdoor Recreation and Camp Operations
4. Intramural and Club Sports

Starting Date: August 1, 2014

INFORMAL RECREATION

Reports to the Assistant Director of Informal Recreation.

- Recruit, train, supervise and evaluate undergraduate student staff
- Supervise the Recreational Sports Center (RSC) during varied morning, afternoon, evening and weekend hours
- Develop and conduct student staff orientation, in-service trainings and workshops
- Assist with payroll processes for student staff
- Assist with purchasing, inventory, and maintenance of facility and equipment
- Assist with the scheduling of recreational facilities
- Perform other duties as assigned.

Preferred Qualifications: Bachelor's degree in Physical Education, Recreation, Sport Management, or related field. Candidates must have knowledge/experience in recreational sports or sports management, strong interpersonal skills, and acceptance into SHSU graduate school. CPR/First Aid Certification preferred.

FITNESS

Reports to the Assistant Director of Fitness

- Assist in coordinating, programming, and scheduling group fitness instructors and personal trainers
- Hire, train, supervise, and evaluate instructors and personal trainers
- Assist in teaching the Group Fitness Instructor Training Program
- Assist in teaching the Personal Trainer Training Program
- Assist in conducting and planning monthly staff meetings and staff development sessions
- Maintain equipment and assess equipment needs
- Assist with the development and coordination of fitness special events
- Inventory control of equipment and music
- Plan and evaluate program publicity
- Update and implement instructor training and staff manuals
- Assist with the administrative duties including, but not limited to payroll and participation counts
- Teach group fitness classes and personal train as needed
• Other duties as assigned.

Preferred Qualifications: Bachelor’s degree in Exercise Science, Physical Education, Recreation, Sport Management, or related field. Nationally recognized Group Fitness and/or Personal Training Certification (ACE, AFAA, ACSM, NSCA, NASM) required. Experience instructing group fitness classes and/or personal training is required. Candidates must have knowledge/experience in the areas of fitness and wellness, strong interpersonal skills, and acceptance into SHSU graduate school. CPR/First Aid Certification required.

OUTDOOR RECREATION AND CAMP OPERATIONS

This position reports to the Coordinator and Senior Assistant Director of Outdoor Recreation.

• Assist in supervision of the climbing center
• Assist in monitoring equipment rental, inventory and maintenance
• Facilitate and train for the Challenge Course high and low elements
• Communicate all relevant information to program participants
• Assist with student payroll
• Assist in the purchase, inventory, and maintenance of all adventure trip equipment
• Evaluate and recommend changes as needed in outdoor program activities and staff needs
• Assist with policy development
• Develop and conduct outdoor staff training clinics
• Assist in the hiring and evaluation of the Outdoor Staff
• Assist with promoting and marketing outdoor recreation activities
• Assist in planning and conducting Recreational Sports special events
• Other duties as assigned.

Preferred Qualifications: Bachelor’s degree in Outdoor Recreation, Natural Resource Management, Physical Education, Recreation, or related field. Candidates must have knowledge/experience in outdoor recreation, challenge course operation, strong interpersonal skills, and acceptance into SHSU Graduate School. Wilderness First Responder Certification and Challenge Course Certifications preferred.

INTRAMURAL AND CLUB SPORTS

Reports to the Senior Assistant Director, Intramurals and Club Sports.

• Prepare league and playoff schedules
• Assist in supervising team sports
• Communicate all relevant information to team captains
• Assist with student payroll
• Assist in the purchase, inventory and maintenance of all equipment
• Evaluate and recommend changes for IM program activities and staff as needed
• Assist with policy development
• Develop and conduct officials’ training clinics
• Assist in the hiring and evaluation of the Intramural Staff (supervisors, game managers, and officials)
• Assist with promoting and marketing intramural team and individual/dual sports activities
• Oversee all aspects of multiple Club Sports
• Assist in planning and conducting Recreational Sports special events
• Perform other duties as assigned

Preferred Qualifications: Bachelor’s degree in Physical Education, Recreation, Sport Management, or related field. Candidates must have some experience in sports/recreation management, strong interpersonal skills, and willingness to work long/weekend. Must be accepted into SHSU Graduate School. CPR/First Aid Certification preferred.

Additional Information:

Successful candidates will help to guide the Recreational Sports Department in a manner that is consistent with the goals of the Department, Division of Student Services, and the mission of SHSU. In addition, each Graduate Assistant candidate will demonstrate the following:

• Computer knowledge, including proficiency with Windows based computer system and Microsoft applications.
• Excellent written and verbal communication skills
• Ability to work collegially and collaboratively with diverse internal and external constituents
• Excellent customer service and interpersonal skills

Applications should be received prior to the NIRSA National Conference (April 23-26, 2014). However, applications will be accepted through the NIRSA Career Center, and positions will be open until filled. Please send resume, name and contact information of 3-4 references and letter of application to: Recreational Sports Graduate Assistant Search, 801 Bowers Blvd #162, Huntsville, Texas 77340 or email to recsports@shsu.edu. You must indicate the position to which you are applying. These positions may require driving and operating a university vehicle; therefore, a valid Texas Driver’s License and driving record acceptable to the university’s insurance carrier is required. Security sensitive positions at SHSU require background checks in accordance with Education Code 51.215.

Salary Information:

A first year graduate assistant will receive $13,000 for a 9-month appointment. The salary for second year graduate assistants is $14,000. Registration to the regional and national NIRSA conferences will be paid. Summer employment is available. Health and optional insurance benefits may be available. In-state tuition will be granted if a non-Texas resident accepts the position.

About Sam Houston:

A Great Name in Texas Education: For more than 130 years, SHSU has been preparing students for meaningful lives of achievement. Its motto, “The Measure of a Life is its Service,” echoes across SHSU’s six colleges and beyond its Texas campus through student research, creative endeavors, service learning, volunteering and more. Named for Sam Houston, Texas’ greatest hero, SHSU continually strives to honor
its historical roots through academic excellence that includes exceptional teaching from faculty members who care as much about their students’ success as they do about furthering the knowledge of their fields.

Academic Offerings: SHSU offers over 80 bachelor’s degree programs, more than 50 master’s degree programs, and six doctoral programs, including nationally-recognized programs in Business, Fine Arts, Education, Mathematics and Criminal Justice. SHSU is classified as a “Doctoral Research University” by the Carnegie Commission on Higher Education and was recently recognized by U.S. News and World Report for being among the best in the country for online graduate programs. Also, for the third consecutive year, SHSU has made the list as one of the best colleges in the nation to work for, according to a survey by The Chronicle of Higher Education. To learn more about the Huntsville and Greater Houston community, visit: www.huntsvilletx.gov. The university’s web page, www.shsu.edu, offers information about SHSU and the surrounding area.

About Recreational Sports:

The Department of Recreational Sports and Activities, www.shsu.edu/recsports, is a vital component of the Division of Student Services. Committed to advancing and enriching the collegiate experience, the department enhances campus life through excellence in recreational programs, services and facilities. These include Informal Recreation, Intramural Sports, Outdoor Recreation, Fitness, Club Sports, Aquatics, Special Events, Bearkat Camp, as well as a 365-acre University Camp and management of Johnson Coliseum. Recreational Sports facilities include the Recreational Sports Center, Intramural Fields, the Pritchett Field Sports Complex, McAdams Tennis Center, as well as sand volleyball courts and other shared facilities. Marketing, facility scheduling and maintenance programs support all departmental operations.

Sam Houston State University is an Equal Employment Opportunity/Affirmative Action Plan Employer and Smoke/Drug-Free Workplace. SHSU is a member of The Texas State University System.