



MERCYHURST

UNIVERSITY

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mercyhurst.edu

Graduate Assistant Intramurals & Wellness

Location: Erie

Department: Athletics and Student Life (Campus Involvement)

Reports To: Leadership & Outreach Coordinator

Full/Part Time: Part time

Classification: Staff

Open until filled

Start Date: First day of Classes

Schedule: August – May, frequent night/evening work

Position Overview:

The Graduate Assistant for Intramurals and Wellness collaborates with the Associate Director, Intramural Supervisors, Intramural Officials, and campus stakeholders to promote, organize, and conduct a comprehensive intramural program.

Responsibilities:

- Train Officials based on designated sports
- Schedule supervisors for assigned sport seasons with Director of Athletic Facilities
- Serve as supervisor at games Monday-Thursday evenings in seasons
- Game management of set up, tear down, and check in for games
- Manage the IMLeagues Mercyhurst page with updated seasonal information
- Collect information on teams needed for the season, t-shirt sizes
- Order t-shirts and mugs for season championships
- Create surveys collecting information on what sport offerings the students prefer
- Send list of Access Codes for events from Laker Launchpad to workers to check players in
- Social Media and Marketing materials are up to date and distributed
- Post-game scores on IMLeagues
- Create marketing materials and communication channels for the department
- Aid in preparation for Wellness Week and other Wellness related events and projects on campus

Qualifications

Required:

The candidate must have bachelor's degree in a related field and accepted into a Mercyhurst graduate degree program (<https://www.mercyhurst.edu/admissions-aid/grad>).

Preferred:

- Game or Event Management experience
 - Program Planning experience
- CPR & First Aid Certified (can be obtained by Recreation Center)
- Prior experience with IMLeagues, Microsoft Excel, PowerPoint, Publisher, Qualtrics, and Google Drive
- Proficient in written and verbal communication
- Proficient in conflict management
- Basic understanding of the components of wellness

Learning Outcomes:

- Create an inclusive, positive, and engaging environment for all intramural employees and participants
- Learn the facets of program planning, management, delivery, and assessment
- Establish an understanding of Campus Wellness and Recreation
- Develop essential leadership skills and cultural competency within Intramurals & Wellness

APPLICATION PROCESS:

E-mail cover letter, resume, three professional references to: kneely@mercyhurst.edu .
Review of applicants will begin immediately and continue until the position is filled.

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Candidates must be currently eligible to work in the United States.