Department: Campus Recreation

Position Title: Graduate Apprentice for Campus Recreation

Key Responsibilities: Recruit, hire, train, and evaluate staff within the 12 staff areas of Campus Recreation; assist with daily operations of over 10 areas across campus; create and implement programming that includes both special events and long term programs; and work collaboratively in the department to develop and assess short and long term goals.

Career Options: Primary: Campus Recreation, Student Involvement, College Athletics, and New Student Programs.

Brief Overview of the Department/Program:

Campus Recreation provides quality fitness and recreational experiences designed to positively impact the development of Elon students and contribute to the holistic well-being of the campus community. The graduate assistantship is a 2 year position designed to provide comprehensive management of the daily operations involved in operating and programming a collegiate recreation department. With a large department the Graduate Assistant will be able to work in a variety of areas across Campus Recreation to build a variety of skills. This position will report to the Director of Campus Recreation but will have the ability to work in all areas of the department.

Position Description: The graduate assistantship is a 2 year position designed to provide comprehensive management of the daily operations involved in operating and programming a collegiate recreation department. With a large department the Graduate Assistant will be able to work in a variety of areas across Campus Recreation to build a variety of skills. This position will report to the Director of Campus Recreation but will have the ability to work in all areas of the department.

Primary Duties:

• Work in all areas of Campus Recreation including but not limited to: Sport Programs, ELOA, Fitness, Operations, Marketing, and Special Events

• Create, plan, and execute 2-3 special event programs each semester

• Assist in hiring, training, managing, and evaluating the nearly 200 student staff across 11 functional areas

• Contribute to the training and development of the 15 Team Leaders in the department which supervise individual program areas

• Utilize various software and online platforms including Fusion, Canva, Phoenix Connect, etc.

• Advise one of the three department student committees that include Hiring, Professional Development, and Risk Management

• Assist in the development and management of program and facility budgets

• Manage daily operations of Campus Recreation facilities; Slattery Center, PARC, South Gym, Driving Range, Comer Fields, Challenge Course, Francis Center Fields and Pickleball Courts, and the Esports Room

• Develop short and long term plans that align with department and division goals

Other Responsibilities/Opportunities:

• Utilize several types of software and technology systems to perform daily work tasks and to help with strategic office initiatives.

• Apply and enhance program planning, implementation, and assessment skills across various programs/trainings/events.

• Practice personal and academic wellness and self-care through calendar management and supervisor support.

• Apply classroom theory to day-to-day work practice through weekly reflective discussions with supervisor.

• Participate in weekly 1-on-1 meetings with supervisor to reflect on learning, growth, and tasks/projects.

• Participate in continual professional development opportunities on and off campus that support the individual professional development plan co-created with supervisor to connect course topics and career goals (i.e. NACADA membership, informational interviews, workshop/conference attendance).

• Provide written information to be included in supervisor's end of semester evaluation, such as self-evaluation, reflective writing, any change in personal goals, etc.

Professional Development: Multiple professional development opportunities aligned with coursework in the MHE program will be provided for the GA. In addition to advisor training modules and instruction on first-year pedagogy, the GA will be encouraged to seek out and attend workshops and trainings offered by offices within the Elon community. The GA will also be provided with a membership to NIRSA during both years of the apprenticeship and during the first year $750 professional development funds to attend a national, regional, or local conference (i.e. NIRSA, Athletics Business, AORE, AEE, etc.). During the second year, the MHE program will provide the graduate apprentice with $1250 in professional development funding. Lastly, the supervisor will share and discuss professional development opportunities for graduate students and new professionals that the GA may be interested in or that may benefit their personal and professional growth. Specific opportunities will be outlined in the professional development plan.