

**Position Title:** Graduate Apprentice for Club Sports and Student Development

**Department:** Campus Recreation & Wellness

**Supervisor:** Assistant Director of Campus Recreation and Wellness for Sport Programs

**Office Location:** Koury (Athletic) Center 103

### **Campus Recreation & Wellness**

Campus Recreation & Wellness contributes to the holistic well-being of students, faculty, and staff by providing access to recreational and educational experiences, fostering a sense of community and belonging, and empowering individuals to cultivate positive wellness values and behaviors that last throughout and beyond their time at Elon. Campus Recreation & Wellness does this by providing a variety of recreational and educational facilities, programs, and services across five programmatic areas. The programmatic areas are Facilities, Student Wellness Programs, Fitness Programs, Sport Programs, and Experiential Learning & Outdoor Adventures. Nine full-time staff members and ~250 student employees work to fulfill the department mission.

### **Position Description**

The Graduate Apprentice for Club Sports and Student Development works directly with the Assistant Director of Campus Recreation & Wellness – Sport Programs to supervise student staff, plan special events, and develop leadership training education for club sports participants, and provide leadership to department student development initiatives (student hiring and oversight of student advisory council). Please note that some evening/weekend hours, as well as work related travel, will be required periodically through each semester. This includes but is not limited to: Assistance with department events (club sports home coverage and special events), professional staff meetings/retreats and student staff hiring and training.

### **Primary Duties**

- Oversee the planning, marketing, and delivery of Campus Recreation & Wellness special events (i.e. Koury Kickoff, Homecoming Fac/Staff vs Student Basketball game, Campus Recreation & Wellness staff banquet, etc.)
- Supervise and mentor 5-7 special events and 12-16 club sports student employees
- Provide administrative oversight to 3-5 clubs sports, which includes advising officers on various responsibilities related to budget, facility reservations and practice/game scheduling, travel, department and university processes, and other logistics
- Develop leadership training and education for club sports participants, with particular focus on the transition and development of club officers
- Complete an assessment, benchmarking, or other special projects related to the Campus Recreation & Wellness strategic plan and/or department priorities
- Co-advise the department student employee hiring committee that hires each semester between 40-60 undergrad students in five programmatic areas

- Co-advise the 12-person department student advisory council which meets three times a semester with students who work in programs/clubs across campus
- Identify opportunities to collaborate with offices and student organizations to deliver relevant, high quality events that contribute to the overall holistic well-being of the campus community
- Contribute to department reports and assessment in areas related to special events and club sports
- Meet weekly with supervisor to receive guidance and support on work and reflect on learning
- Facilitate weekly special events and club sports team meetings
- Attend professional staff meetings, student staff meetings, and team leader meetings
- Meet monthly with director and associate director to discuss professional development, assessment/benchmarking project, and issues impacting collegiate recreation and higher education
- Meet with supervisor at start of year to develop a professional development plan, and each semester to review and update the plan, connecting apprenticeship to courses and career goals and complete written reflection at end of each year

#### **Additional Responsibilities Required**

- Create strong partnerships within the Division of Student Life and with University departments on-campus, including faculty, Student Involvement, the Center for Leadership, the Student Professional Development Center, and other administrative offices
- Support implementation of institutional priorities, Student Life divisional priorities, and the Campus Recreation & Wellness strategic plan and priorities
- Provide information to be included in end of semester evaluation
- Complete an assessment project at the end of the Graduate Apprenticeships as a way to compliment daily tasks of the position and understand the importance of connecting daily work to the strategic plan and priorities

#### **Professional Development Support**

The department will provide professional development support to the GA by paying for a membership to one relevant professional association (e.g., National Intramural-Sports Association (NIRSA), National Association of Student Personnel Administrators (NASPA), American College Personnel Association (ACPA) or other professional association of the apprentice's choice. In their first year, the Graduate Apprentice for Club Sport and Student Development have access to \$400 from the Division of Student Life (contingent on budget approval) to support their involvement in professional conferences, drive-ins, webinars, and/or other professional development activities.