

GRADUATE ASSISTANT, Horizon's Edge Sports Campus 2022-2023

GENERAL INFORMATION:

PLEASE NOTE: Applicants for this position **MUST** apply to the JMU Sport and Recreation Leadership master's degree program **BEFORE** applying for this GA position. If you apply to for this GA position without simultaneously or previously applying to the Sport and Recreation Leadership master's degree program, your GA application will **NOT** be considered. If you have any questions about this requirement, contact Ben Carr at carrbh@jmu.edu.

To Apply: Please send a cover letter and resume to Dr. Ben Carr at carrbh@jmu.edu. Please put "Horizon's Edge GA Application" in the subject line of the email.

Horizon's Edge Sports Campus is partnering with the James Madison University Sport and Recreation Leadership Master's degree program to offer this graduate assistant position. This is a unique experience where students will work with Horizon's Edge Sports Campus to gain professional experience in facility, program and event management and attend classes at James Madison University. The Graduate Assistant will take an active role in facility scheduling, facility management, and can practice leadership within the workplace. Students will have the opportunity to learn and practice their risk management and critical thinking skills in this fun, exciting position in a state-of-the-art facility and full-service sports campus.

Duties and Responsibilities:

This is a graduate assistant position for a student enrolled in the Sport and Recreation Leadership master's degree program. Duties include, but are not limited to:

- Responsible for assisting in the operation of programs and events offered at Horizons Edge Sports Campus.
- Assist in organizing recreational sports programs that will provide participants the opportunity to participate in recreational play, leagues, or club sports.
- Facility supervision and operational responsibilities for the 90,000 sq. ft. facility and satellite facilities on a rotating basis (weekends); including student staff and participant service.
- Coordinate selected aspects of evaluation/assessment of programs, services and personnel as assigned.
- Lead supervisor of internship program.
- Coordinate and execute selected programs and events as assigned.
- Be an active member of the Edge team through representation on various committees and attendance at required meetings, professional development opportunities and special events.

Qualifications:

- Must be accepted into the Sport and Recreation Leadership graduate program at James Madison University.
- Bachelor's degree required. Degree in Recreation or Sport Management, preferred.

- Skilled in organizing recreational sports programming
- Knowledge of special event programming, preferred.
- Experience with supervision/leadership of undergraduate students preferred.
- Ability to work independently as well as with a team.
- Strong computer skills including but not limited to Word, Excel and PowerPoint. Proficiency in social media and website software.
- First Aid/CPR Certification Required.

Stipend: \$8474

Tuition: In-state tuition (out-of-state applicants may apply)

Employment Dates: 8/10/2022-5/9/2023