GRADUATE ASSISTANTSHIPS

GRADUATE ASSISTANT BENEFITS

• Two year appointment, 12 month appointment for the first year
• Appointment ends May 31 of second year
• Salary: 1st year $1317 for 9 months
• Classified as .5 full-time equivalent (FTE)
• In-state tuition waiver and tuition payment schedule
• All university holidays or equivalent time off and a pool of 15 personal/vacation days annually

ADDITIONAL PROFESSIONAL DEVELOPMENT OPPORTUNITIES

• Conference hosting and presentations
• Technology training
• Assist with department trainings and special events
• Tours of Texas educational institutions
• Mentoring from professional staff
• Leadership and mentoring opportunities within recreational student organization

ABOUT CAMPUS RECREATION

Texas State Campus Recreation offers services through seven main program areas: Aquatics & Safety, Facility Operations, Fitness & Wellness, Golf Course, Intramural Sports, Outdoor Recreation, and Sport Clubs. Led by a dynamic staff of professionals, graduate assistants, and office and support personnel, Campus Recreation is actively involved with cross campus activities and various divisional program teams. Campus Recreation is committed to employing Texas State students and developing them as leaders through their involvement.

Texas State University is a comprehensive institution with an enrollment of over 38,000 students. Located at the foot of the Texas Hill Country, Texas State enjoys a setting that is unique among Texas universities. The beauty of the crystal clear San Marcos River and many sprawling trees on campus add to the charm of this picturesque locale.

The campus is in San Marcos, a community about halfway between Austin and San Antonio. Its location, on the bank of the San Marcos River, provides recreational and leisure activities for students throughout the year.

Its growing reputation for providing a solid and balanced education attracts accomplished students from diverse disciplines. Texas State maintains an atmosphere in which faculty and students take the process of teaching and learning seriously. Texas State, a member of the Texas State University System, is an affirmative action, equal opportunity educational institution.

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**FACILITIES**

**1 Position**
Assist the Facility Operations Assistant Director and the Coordinator of Facility Operations with the daily management of drop-in recreation at the Student Recreation Center. This will include staff and program supervision; budget preparation and management; in-service training and facility inspections; special event programming and membership sales. Other tasks or responsibilities may be assigned as needed such as:

- Program promotion
- Equipment inventory
- Risk management
- Policy Development

**MARKETING**

**1 Position**
Assist the Coordinator of Marketing with department promotional efforts including, but not limited to:

- On-campus promotions, advertising, department brochures.
- Assist in development of marketing media and strategic planning.
- Oversee student staff of designers, photographers, videographers.
- Requirements: Bachelor’s Degree in Marketing, Recreation Administration or related field; Desktop publishing, word processing, and spreadsheet computer skills; strong oral, written communications and editing skills. Adobe Creative Suite Knowledge is a plus.

**FITNESS & WELLNESS**

**2 Positions**
The graduate assistant for Fitness and Wellness assists in the administration and programming of group exercise classes (60+ classes per week), fitness testing, personal training, instructional class development and wellness programming. Responsibilities include recruiting, hiring and training fitness staff; developing and leading staff in-services; scheduling and overseeing personal training sessions and assessments; and other duties as assigned.

- Must have with AFAA, ACSM, and/or ACE certifications

**OUTDOOR RECREATION**

**1 Position: ATP, Outdoor Center & Sewell Park**
Assist the Assistant Director of Campus Recreation (Outdoor Recreation) and the Coordinator of Outdoor Recreation in the management of the Adventure Trip Program (ATP), Sewell Park management & events, and the Outdoor Center (equipment rental) daily operations. Will supervise ATP and Outdoor Center staff along with management of Sewell Park & University Camp reservation operation. Some evening and weekend hours will be required. Other responsibilities include, but not limited to:

- Assign staff job responsibilities
- Monitor student wage budget
- Evaluate staff
- Assist in other program areas

**STUDENT SUCCESS**

**1 Position**
Develop and implement workshops and activities to facilitate student success and retention. The position serves to coordinate learning opportunities for approximately 200 Campus Recreation student employees by collaborating with university staff, faculty, and external constituents. The GA will report to the Director of Student Success.

**INTRAMURAL SPORTS**

**2 Positions**
Assist the Intramural Sports Assistant Director with the daily management of the Intramural Sports program. Schedule and manage all league sports and tournaments. Graduate Assistants are offered professional development with special event programming and leadership conferences.

**SPORT CLUBS**

**1 Position**
Assist the Sport Clubs Assistant Director with the training of 10-12 supervisors and 29 clubs; developing leadership workshops for club officers; preparation of annual budget and club allocations; and completing an annual evaluation of the Sport Club program. Other tasks or responsibilities may be assigned as needed such as:

- Special event programming
- Promoting the program
- Maintaining inventory of equipment
- Risk management policy development

**AQUATICS & SAFETY**

**1 Position**
Responsible for overseeing various aspects of the Aquatics & Safety Program. They will be highly involved in programming and facility aspects of including, but not limited to, personnel management, fiscal management, marketing, and risk management. Preference will be given to candidates with American Red Cross certifications in Lifeguard Instructor and Water Safety Instructor. Need or obtain in first 90 days of hire:

- American Red Cross First Aid
- CPR/AED
- Lifeguard Training

For more information and to apply, please visit our website: [www.campusrecreation.txstate.edu/about/Employment.html](http://www.campusrecreation.txstate.edu/about/Employment.html)