

Campus Recreation

Graduate Assistant for Marketing & Programming Job Description

Overview

The Department of Campus Recreation provides the campus community with services, programs, and educational experiences that promote student success and enhance physical, social, and emotional well-being. The department oversees the operation of five indoor facilities and numerous outdoor recreational locations. In addition, the department facilitates numerous programs, services, and events within these locations that support the mission of the department and college. The department is operated by four professional staff, three graduate assistants and over 100 student staff.

Position Responsibilities

The Graduate Assistant for Marketing and Programming will serve as a member of the Campus Recreation staff and reports to the Assistant Director of Campus Recreation. The primary function of the graduate assistant is to assist in the marketing and execution of Campus Recreation events and services.

The Graduate Assistant is also responsible for the following:

1. Help oversee all day-to-day Campus Recreation marketing and outreach activities.
2. Help plan, coordinate, and execute all special events and campus recreation programs.
3. Assist in development and execution of Campus Recreation Marketing Plan.
4. Oversee Campus Recreation social media platforms.
5. Assist in supervision of Campus Recreation marketing team (2-3 student staff)
6. Edit and update campus recreation website.
7. Create and distribute physical and digital based marketing in relationship to events, services, and announcements.
8. Oversee outreach efforts which include tabling at various events and presenting to student groups.
9. Participate in weekly staff meetings, assist with projects, and training sessions as deemed appropriate.

Qualifications

The successful candidate will present evidence of the following:

Required Qualifications:

1. Full matriculation into a graduate program at SUNY Oswego by the start of employment.
2. Experience and/or interest in the areas of intramural sports, recreation, club sports, athletics, fitness, or wellness.
3. Ability to work as an effective member of a team.
4. Demonstrated organizational and time management skills.
5. Strong oral and written communication skills
6. CPR, First Aid, and AED certificate or willingness to obtain the certification required.

Preferred Qualifications:

1. Experience as a member or leader of a college student organization.
2. Experience supervising and training employees.
3. Prior experience with digital content management

4. Prior experience with event planning.

Terms of Employment

1. The term of appointment runs from August 15, 2024, through May 16, 2025, excluding academic recesses. The spring semester return to work date is January 20.
2. The Graduate Assistant for Campus Recreation is expected to work 20 hours per week, excluding applicable academic recesses, during the term of appointment. Regular evening and weekend hours are required.
3. During each semester of employment, the graduate assistant must maintain a 3.0 GPA.
4. The graduate assistant must abide by the rules and regulations of the College and model mutual respect and inclusion for all students.
5. The maximum course-load is twelve credit hours per semester. Internships, practicum experience or extra classes that require a substantial time commitment will need to be reviewed for approval.
6. The Graduate Assistant position is good for up to two years based on the length of the graduate academic program.
7. Failure to fulfill required job expectations in a satisfactory manner or violation of college policy will be grounds for termination or non-renewal for a second year.
8. The graduate assistant will not be assigned to any duties, nor be subject to any terms that are inconsistent with the standards set forth by the Graduate Assistant Union (<https://www.cwa1104gseu.com/>).

Remuneration

Compensation for the 2024-2025 academic year includes \$13,000 towards tuition and/or stipend. This position funding is contingent on final budget approval.

Rights and Privileges

1. Parking: Graduate Assistants are entitled to receive a free employee parking permit that grants them access to all faculty and staff parking lots.
2. Penfield Library: Graduate Assistants are entitled to an extended time when borrowing books from the library.
3. Sick Leave: Graduate Assistants are entitled to a maximum of five days of sick leave per academic year.

Application Procedure:

To apply, submit a cover letter, resume, and contact information of three professional references to Brian Wallace (brian.wallace@oswego.edu). This position is open until filled.