

Job Description

Graduate Assistant – Competitive Sports

TITLE: COMPETITIVE SPORTS GRADUATE ASSISTANT

ROLE / BASIC FUNCTION:

Kent State University Recreation and Wellness Services (RecWell) announces a Competitive Sports Graduate Assistant position for the academic year 2026 – 2027 (August 20, 2026 – May 19, 2027) which may be renewed for a second academic year based on satisfactory performance in both your academic program and assigned responsibilities. Graduate Assistants are valued members of the RecWell team, and serve alongside the professional staff by actively contributing to staff meetings, serving on committees, and providing feedback for department policies and procedures.

SUMMARY OF THE KENT STATE UNIVERSITY RECREATION AND WELLNESS SERVICES COMPETITIVE SPORTS AREA: The Competitive Sports area at Kent State University includes Intramural Sports, Club Sports, and Community Leagues; offering a wide range of recreational and competitive opportunities for students, faculty, staff, and the Kent State community. Our program focuses on providing all participants with a fun, safe, and inclusive environment for recreation.

SUMMARY OF RESPONSIBILITIES: The Competitive Sports Graduate Assistant will primarily focus on the Intramural Sports program area, by supporting the Competitive Sports professional staff with the day-to-day operations, program planning, policy review, and assist in the hiring, training, supervision, and development of student employees. This position may also have additional responsibilities with Club Sports, Community Leagues, Outdoor Facilities, and Youth Programs as needed. The position will require working a flexible schedule, including non-traditional work hours.

Specific responsibilities include, but are not limited to the following:

- Assist in the management, administration, and supervision of the Intramural Sports program area, including planning, programming, implementing, tracking, and assessment.
- Help develop semesterly program activity schedules for intramural sports offerings.
- Recruit, hire, train, schedule, supervise, manage, develop, and evaluate approximately 20 student staff including Competitive Sports Supervisors, and Intramural Sports Officials.
- Provide on-site coverage and supervision for Intramural Sports activities on a regular basis.
- Demonstrate a thorough understanding of rules, policies, and officiating mechanics for all Intramural Sports
- Provide feedback and insights for policy revisions, and sport-specific rule changes to enhance the program area
- Lead marketing and promotional efforts for intramural sports through social media, and campus collaborations
- Communicate with participants and staff to resolve conflicts, announce changes, and to promote activities
- Review nightly reports, submitted forms, and confirm scores from intramural contests on a daily basis
- Stay up to date on industry trends and best practices and implement relevant innovations.
- Adhere to and enforce all policies and procedures set forth in the Department and area-specific staff manuals
- Attend all departmental and area meetings as requested
- Provide exceptional customer service to all participants, patrons, spectators, staff and community members
- Maintain, and remain current with all required certifications for the position
- Serve as a liaison between professional staff and student employees, participants, and student groups
- Assist the designated supervisor with other job-related tasks when assigned

***Please also refer to the bottom of this job description to view more detailed examples of job responsibilities and how they align to your personal & professional development.**

QUALIFICATIONS:

- Bachelor's degree conferred at the time the graduate assistantship begins.
- A candidate for a graduate assistantship **must be admitted to an academic graduate program at Kent State University unconditionally.**
- Maintain good academic standing and must carry a minimum of eight hours of graduate credits during each semester of the academic year appointment. Appointees may not accept any other paid employment within the university during the tenure of their employment, without approval from the Graduate College, and employer.
- Experience with intramural programming including effective scheduling, organization, and training practices.
- Officiating experience in any of the following sports: basketball, football, soccer, softball/baseball, volleyball.

- Knowledge of IMLeagues.com (preferred) or other Intramural Sports league management software.
- Supervisory experience of student employees, and participants. Facility supervision experience is also preferred.
- Ability to respond swiftly and effectively to emergency situations.
- Must possess strong customer service skills.
- Work both independently and collaboratively with others to achieve common goals.
- Strong verbal and written communication skills with students, coworkers, supervisors, and all RecWell patrons.
- Ability to create a welcoming environment for all and maintain a positive attitude at work.

STIPEND & BENEFITS:

- \$11,000 for academic year appointment (minimum of 20 work hours per week) paid semi-monthly.
- Full tuition waiver of fees up to 16 credit hours per semester.
- Assistance with health insurance costs (if necessary)
- Assistance with travel costs for professional related development (when permitted)
- Additional pay over summer breaks may be available at an hourly rate.
- Official University holidays off.
- Internship placement opportunities available

SUPERVISOR(S): Coordinator of Competitive Sports and Youth Programs.

HOW TO APPLY / APPLICATION AND PROCEDURE:

Applications will be accepted and reviewed until the position is filled. For best consideration, all interested applicants should submit complete application materials as outlined below:

- **CURRENT KENT STATE STUDENTS:** Please submit a cover letter and resume via Handshake web portal by Sunday, March 1, 2026, at 11:59 p.m. EST.
- **APPLICANTS OUTSIDE OF KENT STATE UNIVERSITY:** Please submit a cover letter and resume to Jeff Kingery, Coordinator of Student Personnel at jkinger2@kent.edu by Sunday, March 1, 2026, at 11:59 p.m. EST.

MISCELLANEOUS INFORMATION: Preferred candidates shall pursue one of the following graduate degree programs offered through the School of Foundations, Leadership and Administration: M.A. Sport and Recreation Management, M.A. Sport Studies, M.A. Hospitality and Tourism Management, M.A. Exercise Physiology, M.A. Physical Education Teacher Education; however, applicants interested in other graduate degree programs are also encouraged to apply.

GRADUATE SCHOOL ADMISSIONS AND APPLICATION INFORMATION:

- Minimum GPA of 3.0 required for admission.
- GRE may be required (contact Graduate Coordinator of the appropriate school for more details).
- Applications for graduate school may be obtained from the websites listed below.
 - College of Education, Health, and Human Services: <https://www.kent.edu/ehhs/graduate-programs>
 - List of all eligible Graduate Programs: https://catalog.kent.edu/programs/#filter=.filter_2&.filter_5&.filter_6&.filter_47

TYPICAL WORK SCHEDULE AND HOURS:

- Assigned work hours are based on student availability and need. We appreciate that you are a student first.
- The appointment for the academic year (August 20, 2026 – May 19, 2027) with certain academic breaks off, unless a different appointment has been predetermined by the student and supervisor.
- **The position may be renewed for a second academic year based on satisfactory performance in both your academic program and assigned responsibilities**
- Additional pay over summer breaks may be available at an hourly rate.
- A set schedule will be created and shared at the beginning of each semester for weekly shifts, based on availability.
- The position will require working a flexible schedule, including non-traditional work hours.
- The Competitive Sports Graduate Assistant is expected to keep regularly scheduled office hours in the Student Recreation and Wellness Center (20 hour/week minimum) during the semester.
- Must be available to attend all staff meetings/trainings during Fall and Spring academic semesters.

APPEARANCE AND DRESS: The Competitive Sports Graduate Assistant will be clean and neatly attired while on duty. Graduate Assistants are expected to dress to the professional standards and values of business casual. A RecWell professional staff shirt and nametag will be provided.

QUESTIONS? Contact Eli Mallahan at emallaha@kent.edu or 330-672-2799

OTHER REQUIREMENTS AND EXPECTATIONS:

- **Background Check:** Must obtain a background check outlined by the department prior to employment. All offers of employment at RecWell are contingent upon clear results of a thorough background check (will be provided upon hire at no cost). A plea of guilty to, a finding of guilty by a referee, jury or court of, or a conviction of any of the following shall disqualify an individual from being eligible for employment with Recreation and Wellness Services.
- **Standard Trainings:** Become certified in American Red Cross CPR/AED/FA for the Professional Rescuer, Fraud Training, Bloodborne Pathogen Training, and other trainings as assigned (will be provided upon hire at no cost).
- **Department Trainings:** Attend all new hire orientation trainings, department (semesterly), Intramural Officials Trainings, and area trainings (monthly), and other trainings (in person and online) as needed.
- **Communication Expectations:** Adhere to communication deadlines and expectations set forth by your area supervisor or other professional staff members, including answering emails, text messages, and phone calls in a timely manner (24-48 hours).
- **Work Flexibility:** Ability to work a flexible schedule, including non-traditional work hours, and practice good time management skills.
- **Emergency Response:** Ability to respond to an emergency, as outlined in the Emergency Action Plan.
- **Clean, Safe, Organized Workstation:** Maintain a clean, organized, and safe workstation and environment for student employees, patrons, and all others.
- **Policies and Procedures:** Abide by all other policies and procedures outlined by Recreation and Wellness Services, the Division of Student Life, and Kent State University.
- **Commitment and Congruency:** Commitment to Recreation and Wellness Services' mission, team culture, and values and aligning oneself with them.

ABOUT RECREATION AND WELLNESS SERVICES:

- **MISSION STATEMENT (describes who we are):** We build communities of belonging by encouraging well-being through inclusive leadership, recreation, and wellness experiences
- **VISION STATEMENT (describes our purpose):** Connecting people through recreation and wellness experiences to support lifelong well-being.
- **VALUES (describes what guides our practice):** Belonging, Excellence, Sustainability.

EQUAL OPPORTUNITY: We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

AVAILABLE RESOURCES:

- [Kent State University Career Exploration and Development \(website\)](#)
- [How to Write a Resume \(website\)](#)
- [How to Write a Cover Letter \(website\)](#)

NACE COMPETENCIES FOR A CAREER – READY WORKFORCE: The [National Association of Colleges and Employers](#) developed a definition for career readiness and [identified eight key components](#) to prepare college students for a successful transition into the workplace. These are some more examples of how this position will allow you to grow in each of these competencies. Some examples are “Professionalism” and “Critical Thinking”. This position’s job responsibilities will allow you to grow in each of these competencies. Please see below. Please also visit [this link](#) to see how working in Recreation and Wellness Services will allow you to grow in these skillsets.

Job Responsibilities	Career & Self Development	Communication	Critical Thinking	Leadership	Professionalism	Teamwork	Technology
Job Responsibility 1: Provide meaningful insights to enhance the Intramural Sports program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 2: Create an inclusive environment where employees and participants feel safe and welcome.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Job Responsibility 3: Communicate effectively with patrons, other employees, and supervisor.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job Responsibility 4: Facilitate staff trainings, provide constructive feedback, and establish a strong sense of community amongst staff members	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Job Responsibility 5: Be a leader, teacher, and role model for patrons and other staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Job Responsibility 6: Use technology to improve job efficiency and enhance patrons’ experiences: Microsoft Suite, email, Fusion software, OneDrive, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>