

## **Athletics and Recreation**

### **Graduate Intern Position Description**

#### **Facility Operations and Fitness Programs**

Athletics and Recreation offers opportunities for student engagement, leadership, and program development through athletics, club sports, intramural sports, recreational programs, and fitness programs. Our athletics program is Connecticut's only public NCAA Division II program and a member of the Northeast 10 Conference, consisting of 19 athletic teams, and consistently ranking among the top schools in the nation. Our 13 club sport teams are student run organizations that range from competitive to performance based. The intramural program provides an opportunity for students to engage in friendly competition against their peers on campus in a variety of sports and games. Recreational and fitness programs are hosted at both indoor and outdoor facilities, providing opportunities for students to maintain physical fitness, socialize and relieve stress throughout the year.

Athletics and Recreation has multiple Graduate Internship positions. The primary responsibilities for Graduate Interns in Athletics and Recreation include the administration of athletics, club sports, intramurals, fitness, and recreational programming. These responsibilities include, but are not limited to, assisting with all aspects of the management of Athletics and Recreation programs, as well as development and implementation of other University events. Graduate Interns work with athletics and recreation management software, assist in training student staff, and provide on-site supervision at athletics, club sports, intramural and fitness events. Additionally, Graduate Interns in this department will work with Administrators across campus to enhance programming at SCSU. Flexible hours; early morning, night and weekend work is expected. This position is a 10-month position.

The Graduate Intern for Facility Operations and Fitness Programs will have a significant staff leadership role within the fitness center, open recreation and esports room. A successful Graduate Intern candidate must have an interest in working one-on-one with students, participating in department and University functions, and will be willing to assume leadership activities throughout the entire area.

This Graduate Interns primary responsibilities include:

#### **Fitness Programs**

- Assists in the development and upkeep of recreation and fitness policies, websites, and other publications.
- Develops plans to promote and increase involvement in the fitness center and other fitness programs.
- Teaches fitness classes or provides fitness instruction/training services (certification will be provided if not currently certified)

- Develops instructional programs and well-being initiatives

### **Administrative Responsibilities for Facility Operations**

- Supervises fitness center and other recreational/fitness/sport spaces
- Utilizes relevant applications and programs for membership, programs, payroll, etc.
- Coordinates scheduling of recfit assistants.
- Creates group exercise schedules, tracks attendance, and creates reports.
- Assists with the hiring, supervision and training of student workers, instructors, and trainers.
- Coordinates marketing and promotions for fitness center membership sales.
- Assists in membership marketing, sales, and billing procedures.
- Assist in oversight of preventative maintenance to ensure safety of equipment.
- Assists with assessment of recfit staff training and activities.
- Responsible for developing an understanding of state, university, and departmental policies regarding purchasing, facility reservations and risk management.

### **Departmental Responsibilities**

- Assists with the hiring and supervision of department student workers.
- Collaborate with student organizations to implement recreational/fitness events.
- Assist in social/recreational programming for the New Student Orientation and SEOP programs.
- Assist in promotion and marketing for department events and programs.
- Create off-campus recreational opportunities for the student population.
- Provide on-site supervision at club sport, intramural, and fitness events and activities
- Collaborate with the Residence Hall Association to implement Owl Cup Competition.
- Assist with oversight of Blue Crew and Otus the Owl.

### **Other Duties Assigned**

- At times, a supervisor, department administrator, and/or University staff may request assignments outside the purview of this position description.