

# WKU DEPT OF KINESIOLOGY, RECREATION AND SPORT

## GRADUATE ASSISTANT – RECREATION ADMINISTRATION

Department:	Kinesiology, Recreation & Sport
Office Location:	E.A. Diddle Arena
Title:	Graduate Assistant – Recreation Administration (Teaching support emphasis)
Reporting Structure:	Assigned to Faculty Member/Supervisor
<b>PURPOSE OF POSITION</b>	
<p>The Graduate Assistant (GA) for Recreation Administration has responsibilities related to the overall operation of the academic major, an undergraduate program within the Department of Kinesiology, Recreation &amp; Sport. This GA is assigned to a program and/or faculty member(s) to support and assist with a wide range of projects and initiatives.</p>	
<b>PRIMARY RESPONSIBILITIES</b>	
<p>Primary responsibility:</p> <ul style="list-style-type: none"> <li>– Assist faculty with course preparation and grading</li> </ul> <p>Secondary responsibilities:</p> <ul style="list-style-type: none"> <li>– Manage the Recreation Resource Room, assisting students as needed; managing software, periodicals, newsletters, and books; and posting recruiting/other fliers as necessary</li> <li>– Assist faculty with research projects as needed</li> <li>– Provide assistance with student recruitment</li> <li>– Assist with grading of undergraduate coursework with direction from respective faculty member</li> <li>– Assist with Recreation Program Workshops</li> <li>– Planning and preparation of special events</li> <li>– Assist with Recreation program field trips</li> <li>– Assist in professional associations related to Recreation program that involves WKU students and faculty (i.e. KRPS, WEA, AORE, KAEE, etc.)</li> <li>– Assist with all phases of Practicums and Internships including, but not limited to, monitoring and maintaining paperwork/electronic reporting of students and with planning/travel logistics</li> </ul>	
<b>GENERAL EXPECTATIONS</b>	
<ul style="list-style-type: none"> <li>– Post and adhere to regular office hours, within the parameters of assistantship, to be available to support the needs of the program and faculty</li> <li>– Proactively seek guidance and opportunities from departmental faculty as needed</li> <li>– Represent the department and program with professionalism</li> <li>– Provide monthly reports to program coordinator on tasks and projects in progress and completed</li> </ul>	

## REQUIRED QUALIFICATIONS

- Earned Bachelor's Degree in Recreation, Leisure, Sport or related field of study
- Fulfillment of WKU Graduate School admission and Graduate Assistant requirements
- Interest in broad field of Leisure and Recreation Administration
- Strong written and verbal communication skills
- Ability to manage multiple tasks and projects simultaneously
- Ability to work independently and willingness to seek guidance when necessary
- Working knowledge of Microsoft Office programs (Excel, PowerPoint, Word, etc.)

## STIPEND & BENEFIT INFORMATION

- \$9,500 stipend (August – May)
- Out-of-State tuition waiver, if applicable
- \$8,500 toward in-state tuition for fall semester (\$4,250) and spring semester (\$4,250)
- Student health insurance plans available (via WKU Health Services)
- Professional development funding available
- Summer employment placement assistance, if needed

## DEPARTMENTAL MISSION STATEMENT & CONTACT INFORMATION

The mission of the WKU Department of Kinesiology, Recreation & Sport is to provide high quality educational experiences and engagement opportunities for future professionals seeking knowledge in disciplines related to human movement, leisure services, and sport management.

WKU Department of Kinesiology, Recreation & Sport  
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