Seeking Project Assistant for Club Sports Program – 25 hours/week

Project Assistant for Club Sports

The Project Assistant (PA) for Club Sports will report to the Coordinator of Club Sports, Intramural Sports, and Summer Camps. The PA is responsible for implementing policies and procedures, which contribute to the development of a safe, professionally managed, and well-organized club sport program. The PA will assist the staff in the daily coordination and management of a comprehensive club sport program, including planning, fiscal management, facility utilization, and leading various trainings and meetings, attending club sport events, and creating and advising the Club Sports Council Executive Board. Weekend and evening hours may be part of working schedule. The PA will gain experience with a focus in student development, comprehensive program oversight, and organizational leadership.

Duties and Responsibilities

- Assist in creation of Club Sports Council and advise organization throughout development
- Maintain the Club Sports website and IM Leagues portal
- Advise club officers on leadership, budgets, fundraising, event planning, University policies, and member retention
- Log and track inventory including storage locations
- Attend club sport events and provide a positive role model for staff and participants
- Assist with the creation, planning, development, and execution of Club Sports Officer Training
- Serve as an information resource regarding all aspects of the Club Sports Council and Club Sports program
- Assist with club sport related risk management items
- Other duties as assigned by the Coordinator which may include work with Intramural Sports

Preferred Work Experience and Requirements:

- Enrolled in graduate program specializing in management of recreational, sport or athletic programs and facilities.
- Experience playing for or working with a university sport club
- Experience working with a university campus recreation program
- Basic knowledge in computers and technology systems.
- Excellent oral and written communication skills
- Experience providing positive, prompt customer service
- First Aid and CPR certification, may be obtained within 30 days after start date if chosen

Period of Employment:

- Period of Employment: Position will begin at the start of the Spring 2022 semester. Position will be reviewed at the end of the semester. This position will be expected to work 25 hours/week.
- $15/ hours, including tuition support and insurance

Position Application Procedure: Candidates should apply for the position via e-mail to Andy Boehnlein at andypb@unm.edu, please email a letter of interest and current resume.