

# WAGNER COLLEGE

B E P A R T O F T H E C I T Y

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## DEPARTMENT OF CO-CURRICULAR PROGRAMS

### **Mission Statement:**

Co-Curricular Programs encourages the active participation of all students (commuter and residential) by developing leadership skills, personal responsibility, and social justice advocacy. We celebrate individuality, diversity, and wellness through meaningful programming connecting students to the Wagner community.

### **Overview:**

The Graduate Assistant for CCP provides and supports programs and activities that stimulate and enhance the curricular and co-curricular experiences of students. This position assists the Director of Co-Curricular Programs in creating a seamless and inclusive learning environment through the development and implementation of a well-rounded recreation program including Intramural competition and non-athletic student leisure time activities. This position also supervises office functions and student staff in the main CCP office. The position requires 20 office hours and up to 9 evening and weekend hours per week to support campus wide programming.

### **Responsibilities include:**

- Plan, promote, supervise, evaluate and operate the college's Intramural Sports programs and recreational activities including sports leagues, special events, marketing, registration and scheduling.
- Hire, train, schedule, and supervise Intramural Assistants and other students assisting in sport officiating, scorekeeping, and inventory maintenance of game day equipment, etc.
- Maintain close relationship with athletic department and off-campus sporting facilities for the use of their spaces to further recreational opportunities for the College.
- Coordinates office wellness programs such as Relaxation Fairs.
- Provides staff support to major campus events such as SongFest, WagnerStock, Orientation, etc.
- Supervises 4 student staff members including assigning their tasks and creating their office hours schedule
- Manage organization rosters.
- Work with Graduate Student Senate
- Other duties as assigned.

### **Skill Requirements:**

- A Bachelor's Degree from an accredited institution.
- Enrolled in a full-time graduate program at Wagner College.
- Preferred: Experience working in a collegiate recreation setting with a working knowledge of Intramural Sports organization and administration
- Preferred: Experience in using IMLeagues.com to create leagues, divisions, tournaments, and game schedules

### **Compensation:**

- Graduate tuition remission.
- Housing waiver and access to student campus facilities.
- Meal plan.

**Note:** Graduate Advisor for Co-Curricular Programs are not permitted to have employment outside of the GA position without approval from the Director of Co-Curricular Programs and the Dean of Campus Life and Leadership. Any job that is approved may not exceed 20 hours of outside commitments. GAs must maintain a 3.0 GPA and must be enrolled in a full-time graduate program at Wagner College.

**To Apply:** Please send a resume, cover letter, and the contact information for three references to Maggie Cross. She can be reached at [Marjorie.cross@wagner.edu](mailto:Marjorie.cross@wagner.edu).