



Position Announcement

**Western Connecticut State University
Student Affairs - Recreation
University Assistant
Part Time – 19 hours per week**

Western Connecticut State University's Recreation department is accepting applications for a part-time University Assistant to oversee the intramural leagues and tournaments. This is a part-time position – 19 hours per week.

WestConn is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. WestConn is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

Responsibilities include organizing, promoting, implementing, managing, and supervising all Intramural Leagues and Tournaments. Responsibilities include but are not limited to reviewing rosters; creating schedules; scheduling facilities; managing players and referees; advertising and promoting leagues and tournaments; networking with the student body; enforcing league rules along with department policies and procedures and coordinating referee trainings.

Qualifications: Bachelor's degree in Recreation Management or a related field. Work experience in a campus recreation or athletic department setting is preferred. Experience with Microsoft Office, including Outlook, Word and Excel is required. Experience with social media platforms is preferred.

Salary/Work Hours: \$21.00 per hour for up to 19 hours per week. This is an in-person assignment and will not work remotely. Exact work schedule to be determined at time of hire. Information on benefits may be found on the Human Resources website: <http://wcsu.edu/hr/benefits/>. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks and criminal history record checks.

As WestConn is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

Application Process: Prospective candidates must apply via email by submitting a cover letter, which includes the contact information for (3) current professional references and a resume and a resume to: Ms. Peggy Boyle - email: hrpositions@wcsu.edu. In email subject line of reference: Your Last Name – UA – Recreation. Review of applications begins immediately and will continue until the position has been filled.