



## CAMPUS RECREATION

COLORADO STATE UNIVERSITY

### Position Title

Graduate Assistant for Campus Recreation

### General Description

Campus Recreation, an auxiliary unit in the Division of Student Affairs, provides wellness and healthy lifestyle-oriented programs, events, and services to Colorado State University students and employees via seven programmatic areas: Student Recreation Center, Aquatics, Fitness, Intramural Sports, Sport Clubs, Outdoor Program, and Climbing Wall. Nine service units - Member Services, Business Office, Information Technology, Communications/Marketing, Facility Scheduling, Training and Development, Custodial Services, Equipment Management, and Maintenance - support the program functions to provide seamless customer service to CSU students, employees, and their families. Campus Recreation facilities, programs, and services promote a sense of community, support student development through leadership and employment opportunities, and encourage the pursuit of a healthy lifestyle to a diverse University population. Campus Recreation employs 34 career staff, up to 50 part-time staff, and 300+ student staff who are committed to providing a safe, welcoming space to CSU community members from all backgrounds and fitness levels. Department webpage: <http://csurec.colostate.edu/>

The Graduate Assistant will function as a Campus Rec staff member, working directly with all professional and student staff. The Graduate Assistant will oversee the Rec Development program, a department-wide part-time student development initiative as well as supervise one student role: Inclusivity Projects Assistant (IPA). The IPA role facilitates required and optional inclusion-related training to 300+ Campus Recreation student staff, conducts assessments of those trainings, and serves on the department Inclusivity Committee. This individual reports directly to the Coordinator, Training and Development.

### Primary Responsibilities

- Supervision
  - Work with professional staff team to recruit, hire, train, supervise, mentor, and evaluate 1 student position: Inclusivity Projects Assistants (2); ongoing supervision to include weekly staff meetings, creating work schedules, approving biweekly payroll, conducting annual evaluations, and providing ongoing development
  - Engage in thoughtful and reflective conversation with students around job performance, goals, and expectations.
- Facilitation
  - Facilitate 2 inclusion-related trainings monthly for the Rec Development Program
  - Facilitate 2 to 4 Rec Development Program sessions a semester in partnership with and as directed by the Student Staff Development Committee
- Program Management
  - Manage the department-wide Rec Development Program, in conjunction with the Student Staff Development Committee, including:
    - Track registration and completion of Rec Development Program sessions and share with department supervisors

- Track the completion of milestone-eligible courses for part-time staff and distribute program incentives as completions occur
  - Outreach to area staff to share information, promote the program, and answer questions
- Assessment
  - Assess Inclusion 101, 201, and 301 training sessions for part-time employees and make modifications to the training curriculum based on findings
  - Manage assessments related to the overarching Rec Development Program
  - Assess area trainings, programs, and events in conjunction with Department Assessment Plan
- Administrative Responsibilities
  - Serve as a member of the department's Student Staff Development Committee
  - Learn and advise department staff on best practices for various training/development platforms including but not limited to Bridge (mylearning.colostate.edu) and departmental tracking systems
  - Lead and advise the Campus Recreation Advisory Board which meets a minimum of 2 times each fall and spring term
  - Participate as an active member of the Campus Recreation staff by attending meetings, trainings, and retreats, and by supporting major department-wide events and programs.
  - Attend weekly 1:1 meetings with supervisor
  - Serve as backup to your supervisor in their absence
  - Perform other duties, as identified with your supervisor, to enhance professional development and/or support the success of the area and/or the department.
  - Responsible for directly developing and managing annual area budget
  - Collaborate with other departments across campus to achieve mutual goals

#### **Desired Qualifications**

- Admittance in the Student Affairs and Higher Education (SAHE) graduate program
- Ability to facilitate employee trainings on a variety of topics, including equity/diversity/inclusion
- Ability to supervise part-time student employees
- Ability to work autonomously and as a team member
- Excellent interpersonal skills
- Strong organizational, and oral and written communication skills
- Desire to promote diversity, inclusion, equity, and justice through area responsibilities

#### **Professional Competencies Explored in Assistantship**

1. Advising and Support
2. Assessment, Evaluation, and Research
3. Organizational and Human Resources
4. Personal and Ethical Foundations
5. Social Justice and Inclusion
6. Student Learning and Development
7. Leadership
8. Technology

**Selection Process**

Individuals will be chosen following regular graduate assistantship placement. Campus Recreation graduate assistants must be enrolled in the SAHE program. This position is a two-year commitment.

**Terms of Employment & Remuneration**

The assistantship is a 20 hour/week appointment that provides the student a monthly stipend as well as full tuition the first year and in-state tuition the second year. Campus Recreation provides professional development funds of \$2,500 yearly for conference attendance. The period of employment is from August 1, 2025 – May 31, 2027.

**Office Location**

Student Recreation Center

**Supervisor/ Contact Information**

shaquan Harris  
Coordinator, Training and Development  
Colorado State University  
8023 Campus Delivery  
Fort Collins, CO 80523-8023  
[shaquan.harris@colostate.edu](mailto:shaquan.harris@colostate.edu)  
970-491-0275

**Website**

<http://www.csurec.colostate.edu/>