

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Graduate Assistant – Team Sports

DEPARTMENT: Athletics

DATE: June 1, 2021

SCHEDULE: Temporary, Part-time, 12 mo., 29 hrs/wk

REPORTING SUPERVISOR: Head Coach

FLSA: Non-Exempt

IPEDS

JOB FUNCTION: Supports and assists the Head Coach in all aspects of the athletic program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Design and conduct coaching sessions, recruit suitable student-athletes for Drury University, monitor student-athletes academic progress and oversee team study hall, pursue and implement fundraising projects, and oversee equipment management.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	30%	Ongoing	Plans and organizes training sessions for athletes.
2.	20%	Ongoing	Travel to team games and events during the season.
3.	20%	Ongoing	Identifies and communicates with prospective student-athletes.
4.	20%	Ongoing	Works with student-athletes to ensure academic progression and success.
5.	10%	Ongoing	Responsible for equipment management and maintenance.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must possess a baccalaureate or equivalent degree from an accredited four-year college or university.
2. Must be admitted to one of the graduate programs at Drury University; must be in good standing, and must be enrolled in a minimum of credit hours per semester and summer to be considered a full-time graduate student.
3. Ability to show empathy and understanding to students during stressful times.
4. Ability to perform projects involving alphabetizing.
5. Ability to read and comprehend multiple instructions.
6. Ability to effectively present information in one-on-one situations to faculty, students, staff, and the public.
7. Ability to be discreet and maintain confidentiality.
8. Ability to use a phone, fax, and copy machine.
9. Ability to run errands around campus.
10. Ability to use common sense and exercise judgment to ensure student success.
11. Ability to operate a computer and software, especially Microsoft Word, Excel and Outlook.
12. Ability to accurately and effectively communicate information regarding campus events and departments.
13. Ability to perform multiple tasks with frequent interruptions.
14. Ability to pass annual NCAA rules test.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The work environment is fast paced, with a noise level that is usually moderate to high.

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APPROVED BY HR 3-20-14