

Q1. University of Redlands | Division of Student Affairs | FY 20/21

Please complete the fields below detailing the position responsibilities and supervisor contact information. Finally, please indicate your hiring process timeline by including your best estimate of a start and end (make an offer) date. Thank you!



Q2. Graduate Assistant Title

Graduate Assistant of Recreation

Q3. Department/Office

Recreation

Q4. Number of Hours Per Week

20

Q5. Hourly Wage

15.00

Q6. Brief Description of Duties

This position is responsible primarily for the management of intramural sports and club sports. Plans, directs and manages sport scheduling, marketing and facility coordination. Hires, trains and supervises intramural staff members.

Q7. Learning Outcomes

Perseverance and Professionalism of staff, applying concepts of ethical work habits and integrity. Communicates clearly and effectively Critical thinking and problem solving, analyzing complex issues to make appropriate decisions based on student success and access. Collaboration and teamwork, builds relationships within diverse community of both professionals and students. Engaged stewardship, develops and fosters opportunities for students to experience and thrive within healthy recreational opportunities.

Q8. Specific Responsibilities

Planning intramural sports schedule for year, typically 6-8 seasons. Works directly with recreation staff to analyze and assess sports programming. Performs marketing and advertisement to broaden involvement. Schedules individual sport seasons, including facility reservations, season/game schedules, and referee staffing. Manages student employees through hiring, training, site supervision and skills development. Creates, communicates and reinforces sport specific rules. Spearheads and facilitates a positive mission of inclusive, accessible recreational experiences for all students.

Q10. Supervisor Contact

Name	Patrick Whalen
Email	patrick_whalen@redlands.edu
Phone Number	909-748-8017

Q11. Hiring Process Timeline

Start date at beginning of CAS semester.

Location Data

Location: [\(34.105499267578, -117.58549499512\)](#)

Source: GeolIP Estimation



The map displays Southern California with major cities labeled: Santa Maria, Bakersfield, Lancaster, Santa Ana, Oxnard, Los Angeles, San Bernardino, Indio, Oceanside, Tijuana, and Yuma. A yellow diamond marker is placed on the map, indicating a location in the Santa Ana area, east of Los Angeles.