



Position: Graduate Assistant – Track & Field/Cross Country
Department: Athletics

The University of Pikeville in Pikeville, Kentucky is seeking an innovative professional for the position of Track & Field/ Cross Country Graduate Assistant within the Athletic Department.

Responsibilities:

- Administrative duties in all phases of the program.
- Assist with all phases of competitive NAIA compliant recruiting.
- Ability to produce meet day and recruiting graphics.
- Evaluate prospective student-athletes through meets, showcases, and video observation.
- Execute and evaluate practice and meet planning, including video coordination. Directly responsible for skill development in assigned area(s).
- Practice planning and implementation.
- Assist with the direction of camps, fundraising, and other program development activities.
- Scheduling: Assist with arranging aspects of team travel including but not limited to team meals for home and away contests and team lodging arrangements.
- Assist the Director with office and administrative duties.
- Recruiting athletically and academically quailed students.
- Retaining students in the program.
- Responsible to understand the expectations of the Athletic Department.
- Provides for the safety of students and coaches, facilities and equipment while conducting activities, practices, and competitions.
- Regularly attend and participate in department meetings and professional development opportunities.
- Collaborate with campus constituents to assess, provide and improve student experience related to Track & Field/ Cross Country.
- Understanding the culture of the Track & Field/ Cross Country program, athletic department and the campus.
- Understanding the NAIA eligibility rules.
- Operate university vehicles.
- Other duties as assigned.

Qualifications: Education & Experience

- Bachelor's Degree Required
- Be enrolled full-time in a master's degree program at UPIKE and eligible for participation in the Graduate Assistant program (cumulative GPA of 3.0 or better preferred).
- Must be able to follow the vision of the Program

- Must be able to work under challenging conditions and with others.
- Willing to work late/flexible hours.
- Excellent English communication skills, both written and oral.
- Ability to work with others and lead.
- Demonstrate sensitivity to students with diverse academic, socio-economic, cultural and ethnic backgrounds, including those with disabilities.
- Understand how to work successfully as a team within all levels of the organization and know how to contribute to the mission of the university.

**Graduate Assistants receive tuition waivers of up to 6 hours of classes per semester, a monthly stipend, housing & a meal plan. The meal plan covers the actual number of weeks that classes are in session during the fall and spring semesters.*

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.