



Position: Graduate Assistant – Sportsplex  
Department: Athletics

The University of Pikeville (UPIKE), the Leading University in Central Appalachia, is actively seeking candidates for a Graduate Assistant for our Sportsplex.

**Responsibilities:**

- Supervise facility during operating hours.
- Helping the coaches schedule facility and maintain facilities.
- Responsible for work study management at facility.
- Responsible for understanding the expectations of the participating programs.
- Provides for the safety of students and coaches, facilities and equipment.
- Collaborate with campus constituents to assess, provide and improve student experience related to Sports Plex.
- Understand, Develop, and Execute facility rules and regulations.
- Help develop, organize, and execute camps for participating programs.
- Van Driving for teams.
- Helping other UPIKE teams when available.
- Other duties as assigned.

**Requirements:**

- Must have a minimum of a bachelor's degree and be accepted into graduate program at UPIKE.
- Experience with scheduling and management.
- Must be able to work under challenging conditions.
- Willing to work late/flexible hours.
- Excellent English communication skills, both written and oral.
- Ability to work with others and follow instructions.
- 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.
- Some experience with social media and technology.

*\*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.