



GRADUATE ASSISTANT POSITION DESCRIPTION

Job Title: Graduate Assistant
Department: Athletics: Football - Offensive
Reports to: Head Football Coach
Shift/Hours: 20 hours per week
Date Prepared: March 17, 2020

SUMMARY

The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA reports to the Head Football Coach. A schedule will be mutually arranged by the GA and the Supervisor to ensure the hour requirement is met. The GA must register for a minimum of 6 semester hours (minimum of 9 semester hours is required for international GA's) during each Fall and Winter semester. The GA may register for additional credits up to a maximum of 24 semester hours per academic year. The GA must maintain good standing academically (3.0 or higher GPA each semester) and adhere to the University Code of Conduct to maintain their position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain a 3.0 (or higher) GPA each semester. GA must be in good academic and personal standing.
2. Recruit qualified student-athletes for Madonna University Football Team.
3. Monitor academic progress of current student-athletes through weekly meetings and class checks.
4. Ensure adherence to the NAIA rules and regulations including the NAIA Champions of Character.
5. Provide leadership for campus involvement and community service projects.
6. Assist with data entry and maintain Hudl and recruiting database.
7. Assist with equipment administration.
8. Coach the position group assigned.
9. Attend/work summer camps as assigned.
10. Assist with administrative and other duties as assigned.

QUALIFICATIONS

The GA must be fully admitted to a Graduate degree program at Madonna University. The GA must maintain a 3.0 (or higher) GPA each semester for which the student has been given the GA award. Professionalism, work ethic, attention to detail and excellent organizational skills. Excellent interpersonal, oral and written communication skills. Ability to self-initiate, work both independently and collaboratively. Ability to prioritize multiple projects simultaneously and successfully meet deadlines. Ability to work with diverse communities.

EDUCATION AND EXPERIENCE

Bachelor degree from a regionally accredited institution. The cumulative GPA must be 3.0 or higher (4.0) scale. Combination of education and practical experience related to the position is preferred.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.