



GRADUATE ASSISTANT JOB DESCRIPTION

Job Title: Graduate Assistant
Department: Athletics: Women's Track and Field
Reports To: Stacy Latnie
Shift/Hours: 20 hours per week
Date Prepared: August 8, 2019

SUMMARY

The Graduate Assistant (GA) must achieve regular admission to a Graduate degree program at Madonna University. The GA reports to the Coach Stacy Latnie, Head Track and Field 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 for which the student is given the GA award. GA must be in good academic and personal standing.
2. Organize and conduct team practices, conditioning programs and competitive events.
3. Instruct student-athletes with sound principles and expert skills related to Baseball.
4. Recruit qualified student-athletes who meet Madonna University's Graduate admission requirements.
5. Work with Coach Latnie in compiling the annual recruitment plan for recruiting student-athletes.
6. Responsible for meeting established recruitment and roster goals.
7. Prepare individual student-athletes and team for games/matches.
8. Assist in development of a competitive team program.
9. Responsible for learning and following NAIA and WHAC regulations and rules.
10. Model integrity, respect and good sportsmanship at all times. Hold student-athletes accountable for same behavior.
11. Attend department meetings, communicate regularly with the Athletic Director and contribute positively to the betterment of the total Athletics program.
12. Promote the Track and Field team, the overall Athletics program and Madonna University to team alumni, parents and members of the community.
13. 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.