

Graduate Assistant for Bowling

POSITION: Graduate Assistant for Bowling
SUPERVISOR: Vice President for Athletics
DEPARTMENT: Athletics-Club and Recreational Sports

GENERAL JOB DESCRIPTION

Tiffin University is seeking a Graduate Assistant for Bowling in the Athletics department. The Graduate Assistant for Bowling will provide direct support to the Club and Recreational Sports. The Graduate Assistant is responsible for aiding the event/head coach with the bowling program. Duties include (but are not limited to) practice and meet preparation, recruiting and retention of student-athletes, fund-raising, scheduling, community service and strict adherence to all university rules.

MAJOR DUTIES AND RESPONSIBILITIES

- Assists in the identification and recruitment of potential student-athletes in accordance with university rules, regulations, guidelines, and standards; educating prospective student-athletes on admission standards.
- Assists the event coach in monitoring, and practice sessions.
- Leads, monitors, and coordinates academic performance.
- Help in studying, research, evaluation and implementation of innovative strategy and equipment.
- Help in development, coordination and publicizing camp programs and fundraising activities.
- Assist in scheduling and maintaining off campus practice facility.
- Active involvement in professional, civic, charitable and alumni events.
- Provides assistance in the coordination and administration of the overall program, as required.
- Be a positive role model for athletes and monitor discipline procedures within your sport.
- Encourage/monitor attendance and academic performance as directed by the head coach.
- Assist with annual inventory.
- Conduct yourself in a professional manner and display good sportsmanship at all times.
- Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS FOR THE JOB

Education:

- Candidates must have a Bachelor's degree from an accredited institution.
- Enrolled in Master's program at Tiffin University.

Experience:

- Strong communication and interpersonal skills;
- A record of integrity and leadership;
- A willingness to advance the goals of the Tiffin University Department of Athletics, including fundraising; and a commitment to the academic success and graduation of student-athletes.
- Knowledge of International/Nationwide/Statewide recruiting is preferred.
- Must have valid US Driver's license

KEY COMPETENCIES

Interdependence: Fosters collaboration

Communication: Strong decision making and communication skills

Accountability: Formulates effective and progressive strategies aligned with University mission and values

Respect: Creates an engaging, collaborative work environment by bringing diverse people and ideas together.

Entrepreneurship: Influences and Inspires

PHYSICAL REQUIREMENTS

While performing the duties of this position, the employee is frequently required to sit, stand, travel (for long hours) and communicate

APPLICATION PROCESS

All qualified and interested candidates should submit resume along with cover letter and a minimum of three references to:

Tiffin University tuemployment@tiffin.edu

Attention: Lonny Allen, Vice President for Athletics



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

***NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost Equity, Access, & Opportunity/Title IX Coordinator.*

Tiffin University is an Equal Opportunity Employer