

# Athletic Department Graduate Assistant – Tennis



<b>Position</b>	
<b>Title:</b> Athletic Department Graduate Assistant – Tennis	<b>Date:</b> 07/06/2021
<b>Department/Area:</b> Athletics/Office of Student Development	
<b>Reports To:</b> Director of Athletics & Head Men’s and Women’s Tennis Coach	
<b>Employee Classification:</b> Part-time (Hrs TBD)	
<b>Primary Function/Purpose:</b>	
<p>The position of Athletic Department Graduate Assistant exists to serve the Men’s and Women’s Tennis program in assisting the head coach in discipleship and management of the team by aiding in practices, game-day management, and recruitment. In addition the Graduate Assistant, on occasion, will serve the Athletic Department in other needed areas.</p>	
<b>Essential Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Disciple, encourage, and challenge players in their relationship with Christ</li><li>• Recruiting and retaining players that are mission fit to the university</li><li>• Actively involved in all coaching and teaching aspects such as: assist in coaching on game days, assisting in planning daily practices, player evaluations, create and implement workout program</li><li>• Monitor academic progress</li><li>• Helping promote fundraising efforts</li><li>• Maintaining a positive spiritual influence on players and students</li><li>• Providing game day preparation and management in the off season as needed</li><li>• Administrative responsibilities as needed</li><li>• Drive van to games as needed</li></ul>	

## Performance and Learning Objectives:

- Understand occupational performance and production
- Practice effective communication skills
- Realize and apply administrative and organizational skills
- Realize and apply critical thinking and problem solving
- Embrace and contribute within a team concept
- Value dependability and reliability
- Achieve customer satisfaction

## Qualifications:

- Undergraduate degree
- On-campus residency
- Commitment to the institution's vision and mission
- Highly organized and detail-oriented
- Effective communication skills
- Ability to develop and maintain strong interpersonal relationships within the institution and among the community
- Valid driver's license

## Language Skills:

Ability to read, analyze, and interpret instructions, reports, and correspondence. Ability to write reports, correspondence, and process feedback. Ability to effectively present information and respond to questions from groups of students or individuals. Ability to effectively communicate information one-on-one and in group situations to other employees, students, and/or prospective students.

## Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## Required Personal Attributes:

- **Conscientiousness**
  - Displays a professional image at all times, even when facing significant job challenges.
  - Delivers on commitments made to others.
  - Takes ownership for resolving problems rather than allowing them to persist.
  - Displays positive “Can Do” attitude.
- **Flexibility**
  - Adapts quickly to changing situations. This includes last-minute changes and disruptions to schedule.
  - Is receptive to new information, ideas, or strategies to achieve the organization’s goals.
- **Influencing/Negotiating**
  - Anticipates potential reactions, or concerns of students and takes initiative to address them.
  - Uses compelling information/statistics to effectively communicate course materials.
  - Builds ownership for new initiatives, or changes by involving those responsible for implementation in planning the details.
- **Integrity/Honesty**
  - Avoids any action, or situation that would give the appearance of unethical, or inappropriate behavior.
  - Demonstrates the courage to do the right thing in difficult situations.
  - Holds self and others accountable for meeting high standards of the organization's integrity.
  - Leads by example through modeling ethical practices and standards.
- **Sensitivity**
  - Treats others with respect, fairness, and consistency (e.g., listen to, respect others' views, and ideas).
  - Demonstrates empathy and understanding when addressing sensitive issues with others.
  - At times the instructor will be privileged to information that should not be shared and must maintain confidentiality.
- **Organizational Skills**
  - Demonstrates initiative for completing work and improving the program.
  - Organizes, manages, and takes responsibility for class developments.
- **Verbal Communication**
  - Adjusts communication style and language to most effectively connect with different/diverse audiences and individuals.
  - Follows through with the students to ensure that important information has been understood.
  - Communicates information concisely and clearly.
  - Explains complex concepts clearly.
  - Maintains frequent contact with students to keep them informed about important changes.
  - Ability to communicate professionally with all students.
- **Other Interpersonal Skills**
  - High-level of effective interpersonal communication skills, both written and verbal plus organization and presentation skills.
  - Cultivates strong working relationships with employees and students.
  - Strong desire to be a part of a University with our value of Preparing Christ-Centered, Career-Ready Graduates.

## Acknowledgment:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned.

## Acceptance:

The successful candidate will provide the services of Graduate Assistant in association with the Men's and Women's Tennis programs as described above, during the 2021-2022 academic year.

In exchange for these services CSU agrees to the following:

- To provide a coaching stipend consistent with the current scale and payable every two weeks during the season.
- To provide the Graduate Assistant with housing and meals in the cafeteria while class is in session during their time as a Graduate Assistant
- To cover the cost of up to 9 credits of graduate-level courses at Clarks Summit University per semester - Fall, Spring, Summer. Some costs and restrictions may apply.

Items not covered in this agreement:

- Books
- Out-sourced classes, such as the 15 credits of ORG Leadership
- Tech Fees

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Graduate Assistant:

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Athletic Director:

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Signature/Date:

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Signature/Date:

