



**Western Illinois
University**
CAMPUS RECREATION

GRADUATE ASSISTANTSHIP APPLICATION

Date of Application: _____ WIU Student ID #: _____
Last Name: _____ First Name: _____ Middle Initial: ____
Current Address: _____
City: _____ State: _____ Postal Code: _____
Cell Phone: _____ Home Phone: _____
E-Mail Address: _____ Cumulative Undergraduate GPA: _____

Application For (check all that applies): Fall Semester Spring Semester

Graduate Degree Program (check one):

- | | |
|---|--|
| <input type="checkbox"/> College Student Personnel | <input type="checkbox"/> Kinesiology/Wellness Promotion & Fitness Management |
| <input type="checkbox"/> Health Sciences & Social Work | <input type="checkbox"/> Master of Business Administration |
| <input type="checkbox"/> Law Enforcement and Justice Administration | <input type="checkbox"/> Recreation, Parks & Tourism Administration |
| <input type="checkbox"/> Kinesiology/Exercise Science | <input type="checkbox"/> Sport Management |
| <input type="checkbox"/> Kinesiology/Sport & Exercise Psychology | <input type="checkbox"/> Other: _____ |

Please answer the following five questions on a separate sheet of paper (submit with application).

1. Describe a personal leadership experience from your past and what you learned from that experience.
2. What skills/qualities do you possess to be an effective graduate assistant for Campus Recreation?
3. Why are you specifically pursuing a graduate assistantship in Campus Recreation? How does it relate to your career goals?
4. Briefly describe your personal philosophy regarding the role of Campus Recreation:
 - a. In a student's development
 - b. In the life of a university
5. Please write a descriptive narrative about yourself that will allow us to know you better.

Please complete the second page of this application.

Please indicate your interest in the assistantships listed below by numbering them according to your preference, with number 1 being your first preference. It is common to customize and combine positions to meet the goals of your assistantship.

RANK #1 (first preference) - #5 (last preference)

/5 Facilities Management: The Facilities Management Graduate Assistant oversees various operations of the Spencer Student Recreation Center and performs duties associated within the facility. Responsibilities include providing exceptional customer service, utilizing conflict resolution skills, responding to injuries, supervising students, implementing risk management procedures, enforcing policies, hiring and training student employees, and facility scheduling.

/5 Fitness Services: The Fitness Services Graduate Assistant for *group fitness* coordinates the fitness sessions including the hiring, training, evaluating, and scheduling of instructors. Other responsibilities include preparing in-services, planning fitness programs, teaching the fitness instructor training course, providing students and staff with healthy lifestyle information, and teaching group fitness classes. Background in exercise science, health wellness, or nutrition preferred. The Fitness Services Graduate Assistant for *personal training/Olympic strength room* is responsible for scheduling the Olympic Strength Room, preparing and administrating in-services for the room attendants, and supervising the room. Other responsibilities include hiring, training, and evaluating personal trainers, teaching the personal training course, and providing students and staff with healthy lifestyle information. Background in exercise science, and strength and conditioning preferred.

/5 Intramural Sports: The Intramural Sports Graduate Assistant plans, organizes, administers, and evaluates over 40 intramural events, assists in the recruitment, training, scheduling, supervising, and evaluating officials and supervisors for assigned intramural sport activities. The Graduate Assistant will also assist with the coordination of all aspects of the Intramural Sports program. Other opportunities include supervision of intramural activities, marketing/promotion, University relations, and student development. Officiating experience preferred. In addition, the Graduate Assistant will work with Rec Events.

/5 Rec Events: The Rec Events Graduate Assistant plans, organizes, and implements events through Campus Recreation. Opportunities include leading the marketing/promotion efforts for events; building a relationship/collaboration with University groups to develop events; recruiting and supervising participants and volunteers; and evaluating the events. In addition, the Graduate Assistant will work with Intramural Sports.

/5 Sport Clubs: The Sport Clubs Graduate Assistant oversees all components of the Sport Club programs. The Graduate Assistant meets with club presidents and is responsible for ensuring that all sport clubs are in compliance with Campus Recreation. Responsibilities include scheduling monthly meetings with sport club presidents, depositing club funds, coordinating travel arrangements, and marketing and promoting sport club events. Excellent time management and multitasking skills are needed. Another area of responsibility will be combined with this position.

For full consideration, please return your application, cover letter, and resume to:

Office of Campus Recreation
Donald S. Spencer Student Recreation Center 200
Western Illinois University
1 University Circle
Macomb, IL 61455-1390

This application is *in addition to* the applications you have completed/will complete for the School of Graduate Studies.

Western Illinois University complies fully with all applicable federal and state nondiscrimination laws, orders, and regulations. The University is committed to providing equal opportunity and an educational and work environment for its students, faculty, and staff that is free from discrimination based on sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status.