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## **Sailing Operations – Graduate Assistant**

### **One Position Available**

### **Start Date: July 1, 2016**

#### **Description:**

The Department of Physical Education, Recreation & Dance at Boston University is seeking a Sailing Operations Graduate Assistant for the 2016–2017 academic year. The accepted candidate will assist with the daily operations of the Boston University Sailing Pavilion.

The position is offered to an accepted candidate in a BU graduate program and requires a work schedule of 20 hours per week during the fall, spring, and summer semesters. The award consists of up to 8 credits of tuition remission per semester and a \$10,000 stipend, paid over a twelve-month period on a weekly basis. The position is renewable for a second year contingent upon satisfactory performance of the individual during the first year.

#### **Responsibilities may include but are not limited to:**

- Assist in hiring and training of recreational sailing staff
- Teaching instructional classes
- Assist in organizing, managing, and instructing the Children’s Summer Program
- Coaching collegiate sailing team at daily practices or on weekends
- Administrative duties, including budget reports, alumni communications, and team organization
- Assist with fundraising efforts, including event organization
- Help prepare and organize weekly team meetings
- Assist with sailing team recruiting efforts
- Ultimately, the scope of work will be determined by the individual’s skill set

#### **Minimum Qualifications:**

- Bachelor’s degree from an accredited college or university
  - Acceptance and enrollment in a graduate degree program at Boston University
  - Experience as a competing member of an intercollegiate sailing team
  - Experience in teaching or coaching sailing
  - Experience in driving small powerboats
  - Knowledge of Microsoft Word and Excel
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## **Application Process:**

If interested, send a cover letter, resume, and at least two letters of recommendation to:

Stan Schreyer  
Sailing Coordinator  
Department of Physical Education, Recreation & Dance  
915 Commonwealth Avenue  
Boston, MA 02215  
617-353-2755 | [schreyer@bu.edu](mailto:schreyer@bu.edu)

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