



POSITION TITLE

One Position Available

Start Date: August 2027

Description:

The Department of Physical Education, Recreation & Dance is seeking a Graduate Assistant in Intramural Sports for the academic year to assist the Assistant Manager of Competitive Sports with implementation of a comprehensive university Intramural Sports program.

The graduate assistantship is a 12-month appointment from August 1st, 2027 – July 31, 2028. The salary includes 8 credits of tuition per semester (Fall '27, Spring '28, and Summer '28) and \$381.89 stipend per week. The Graduate Assistant will be required to routinely work a total of 20 hours per week. Weekend and evening hours may be required to supervise games or events. The position is renewable for a second-year contingent upon the satisfactory performance of the individual during the first year.

Responsibilities may include but are not limited to:

- Assist the Manager of Intramural and Club Sports
- Design and run training clinics for student officials in a multitude of sports
- Assist in the registration and scheduling of over 500 teams per year
- Oversee the day-to-day results and standings for all leagues and tournaments
- Manage social media accounts and student recognition programs
- Assist with the development of student staff via on-site feedback and critiques

Minimum Qualifications:

- Bachelor's degree from accredited college or university
- Minimum of two years' experience in undergraduate collegiate intramurals as an official and/or student supervisor (or equivalent)
- Previous experience in the training and supervision of student officials
- Previous experience in league/tournament scheduling and administration
- Strong writing skills and careful attention to details required
- Strong presentation skills and ability to speak in front of crowds
- Supervisory experience including training, assigning tasks, and follow up is preferred
- Must be extremely well organized and able to effectively manage a number of projects simultaneously
- Demonstrate ability to be self-motivated, creative, detail and deadline oriented
- Previous involvement in NIRSA is a plus
- Must be accepted into a graduate degree program at Boston University



Application Process:

Send an email or letter of application including cover letter, resume, acceptance letter, and two current letters of recommendation to:

Jack Travers
Assistant Manager of Competitive Sports
Boston University, Fitness and Recreation Center
915 Commonwealth Avenue
Boston, MA 02215
617-353-5146 | imsports@bu.edu
