



**APPALACHIAN STATE UNIVERSITY**  
**University Recreation (UREC)**  
**Club Sports Program Assistant**

The **Club Sports Program Assistant** is primarily responsible for contributing to Sports Programs by assisting with administrative and leadership tasks related to Club Sports. Club Sports Program Assistants work to provide leadership, training, and support to an expanding Club Sports Organization. The Club Sports Program Assistants will each be assigned Club teams to work with throughout the academic year. Program assistants typically oversee 4-7 clubs each. Program Assistants will be responsible for providing leadership and ensuring these clubs follow policy. Program Assistants will keep each club's google drive up to date with access to officers and ensure documents are being updated by team officers. Program Assistants will hold monthly meetings with their clubs where they will go over policy and the needs of each group, each meeting will have a different focus and agenda decided at staff meetings. Program Assistants are responsible for ensuring Engage rosters and the Medical Informed Consent document tracker are up to date. Club Sports Program Assistants work with the Club Sports Program Manager to provide leadership and training to an expanding Club Sports Organization.

**Supervisor:** This position reports directly to the **Assistant Director of Sport Programs.**

**Hours:** The **Club Sports Program Assistant** will work on average 4-6 hours per week during the academic year (up to 35 hours per week during summer sessions).

**Salary:** **\$9.50** per hour.

**You will succeed at UREC if you are committed to:**

- Explore to find the best of you
- Bring your positive and constructive attitude
- Connect with others
- Be a team player
- Work in a flexible schedule that may require some evenings, weekends, and designated holidays

**Join our team**

Appalachian State University (App State) invites interested applicants for the position of **Club Sports Program Assistant** to become a part of the University Recreation (UREC) team as we facilitate an environment where recreation and wellness opportunities transform, engage, and care for the App State community.

**Who we are**

UREC fosters healthy lifestyles for lifelong wellbeing. You will join a UREC team that is creating an exciting environment, values collaboration, innovation, and inclusion, and is welcoming to all App State students, faculty and staff. We are creating a risk-taking workplace that supports the voices and contributions of employees at all levels, listens, and responds to our community. At UREC we believe in a UREC community with opportunities for everyone, with everyone. Learn more about us from [our website](#).

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

- Providing administrative support to club teams
- Processing Club Sport paperwork
- Leading Club Sports Council Meetings
- Leading council committees as assigned
- Assisting with budget processes and presentations, including budget points and allocations
- Holding monthly Officer meetings with teams, the first to occur no later than 3 weeks after the first council meeting. The last to occur no later than 1 academic week before the last day of classes.
- Ensuring Engage rosters and officer contact list are up to date
- Ensuring officers have access to google drive and that they are updating their documents
- Ensuring the MIC tracker is up to date
- Assisting with development and implementation of Club Sports Officer trainings, banquets, and symposiums

**Required qualifications:**

- CPR/AED, First Aid Certification or ability to obtain within 21 days of first day of employment (UREC will provide this training upon hire)
- Dedication to University Recreation and a desire to support its [Mission, Vision and Values](#).

**Preferred qualifications:**

- An active Club Sport member with at least one semester of experience

**We are committed to facilitate your learning journey and create unique opportunities for your career and self development in the following areas\*:**

- Self-awareness
- Communication
- Critical Thinking
- Leadership
- Professionalism
- Teamwork
- Health & Wellbeing

\* Reprinted courtesy of the [National Association of Colleges and Employers](#)

**How to apply:**

- To apply for positions, please visit our [website](#).
- If you would like to speak with someone about employment opportunities, please contact PJ Hartleb, Assistant Director for Sports Programs, (828) 262-8710 or email [hartlebpj@appstate.edu](mailto:hartlebpj@appstate.edu).

Please be aware that to be eligible for student employment with UREC, you must be a current student enrolled at Appalachian State University and in good academic standing.

**Office of Disability Resources Accommodations:** Appalachian State University is committed to providing an inclusive experience, accessible learning [and working] environments and equal opportunity to individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals needing reasonable accommodations should contact the Office of Disability Resources (828) 262-3056 or [odr.appstate.edu](http://odr.appstate.edu).

**AA/EEO Statement:** Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex (including pregnancy), gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.