

## GRADUATE ASSISTANT

Recreation, Parks, and Leisure Services Administration  
Central Michigan University

### Role and Responsibilities:

It is expected that the graduate assistant's normal load will include a minimum of six credits of academic coursework per semester and a minimum of twenty (20) hours of department work per week as assigned by the graduate coordinator.

The graduate student may be responsible for completing any and all of the following assignments (based on the needs of the department and student abilities):

1. Teach/assist with Recreation, Parks, and Leisure Services (RPL) and Recreation and Leisure Activities (RLA) courses, climbing wall instruction and supervision; assist with adventure trip facilitation and exam monitoring.
2. Assist with faculty and departmental research projects (e.g., data collection and entry, literature review, survey development).
3. Work with the Center for Leisure Services completing the following assignments:
  - Produce job placement bulletins on a biweekly basis.
  - Assist with the volunteer recruitment and execution of the Summer Job fair.
4. Assist in the development and implementation of College Student Research and Creative Endeavors Exhibition.
5. Assist in departmental public relations activities (e.g., presentations, seminars, community events, displays, visitations).
6. Attend all departmental faculty meetings.
7. Assist faculty advisor(s) with the Student Recreation Association.
8. Assist with clinics/workshops/seminars that are sponsored by the department, act as a department liaison with visiting weekend workshop instructors.
9. Serve as graduate representative on department/college/university committees.
10. Supervise the operations of the student computer lab.

**\*\*In addition, there will be one Graduate Assistant position available for the 2008-2009 academic year funded by the Provost. This position will focus on grant writing. Applicant must have previous grant writing experience in order to be considered. Interest and grant writing experience must be indicated in application materials to be considered for this position.**

*In order to be considered, the applicant must be admitted into the College of Graduate Studies and the Master's program in the Department of Recreation, Parks, and Leisure Services Administration.*

### Stipend:

The stipend is at least \$10,000 for the academic year, and reimbursement for up to 20 credit hours of coursework. Additional credit hours will be billed at the in-state rate.

All graduate assistants are classified as Michigan residents for tuition purposes and will receive their appropriate tuition remission for courses which they take during their assistantship and the subsequent summer session. This does not apply for non-refundable enrollment fees or any special courses fees, which will remain the responsibility of the graduate assistant.

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**Effective dates of appointment:**

Academic year (August to May).

**Application screening:**

Begins mid-March and continues until positions are filled.

**Mailing address:**

Interested persons should send a cover letter, resume, and three professional references to the address below. This is in addition to completing the College of Graduate Studies' and the department's application procedures.

Dr. Dean S. Pybus, Graduate Coordinator  
Department of Recreation, Parks, and Leisure Services Administration  
Finch 102, Central Michigan University  
Mount Pleasant, MI 48859  
Phone: 989-774-7310  
E-mail: [pybuslds@cmich.edu](mailto:pybuslds@cmich.edu)  
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