



## GA for Volleyball Job Description

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**Position Title:** Volleyball GA  
**Reports To:** Volleyball Head Coach  
**Department:** Athletics  
**FLSA Status:** Exempt  
**Employment Status:** Part-time  
**FTE:**  
**Salary/Position Grade:** up to 18 graduate credits / semester (summer courses included)  
**Pay Cycle:**  
**Pay Months:**  
**Grant Funded:** No  
**Revision Date:** July 2019

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### **Position Summary:**

The Graduate Assistant (GA) Coach of Mount Mary's NCAA Division III Volleyball program is an integral member of the Athletic Department and requires an enthusiastic, high-energy individual who is determined to see that the program's roster goals are met. This individual must be committed to the Athletic Department pillars to "Recruit, Retain, and Develop".

The GA works primarily with the head coach and student-athletes to ensure that each Mount Mary University receives quality experience.

### **Primary Responsibilities:**

- Recruiting prospective student-athletes for MMU volleyball program
- Knowledge of, and adherence to, NCAA Division III rules regarding recruiting, eligibility, and compliance.
- Become familiar with recruiting software and identify/contact/build relationships with prospective student-athletes.
- Attend high school games, showcase events, contact and build relationships with HS and Club teams/coaches.
- Follow budget guidelines set forth by Head Coach / Athletic Director
- Attend staff and /or institution meetings when required

### **Skills and Experience:**

- Bachelor's degree
- Experience within a collegiate athletic environment preferred.
- Strong organizational, leadership, communication, and interpersonal skills, & computer skills are required.
- Exceptional ability to multitask and prioritize projects.
- Excellent oral, written, and interpersonal communication skills, including the ability to work with diverse groups, facilitate group process and foster collaborative decision-making.

### **Qualifications:**

- Applicants must be accepted to a Mount Mary University Graduate Program.
- Reasonable accommodation may be made to enable individuals with disabilities to perform primary functions.

### **Physical Demands:**

- May be required to lift up to 50 lbs.
- Must reach, bend, stoop, lift
- Must sit, walk or stand
- Some repetitive motion may be required

### **Working Conditions:**

- Night and weekend hours
- Travel required
- Varying workflow; sometimes stressful with high workload times of the year
- Complete work required within a limited space
- Complete work required within a limited time