

Date of Application: _____ WIU Student ID #: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Present Address: _____

City: _____ State _____ Postal Code: _____

Cell Phone: _____ Home Phone: _____

E-Mail Address: _____ Cumulative Undergraduate GPA: _____

APPLICATION FOR (CHECK ONE): 2012 Spring Semester 2012 Fall Semester 2013 Spring Semester

GRADUATE DEGREE PROGRAM (CHECK ONE):

- College Student Personnel
- Health Sciences
- Law Enforcement and Justice Administration
- Kinesiology/Exercise Science
- Kinesiology/Sport & Exercise Psychology
- Kinesiology/Wellness Promotion & Fitness Management
- Master of Business Administration
- Recreation, Parks & Tourism Administration
- Sport Management
- Other: _____

PLEASE INDICATE YOUR INTEREST IN THE ASSISTANTSHIPS LISTED BELOW BY NUMBERING THEM ACCORDING TO YOUR PREFERENCE, WITH NUMBER 1 BEING YOUR FIRST PREFERENCE. CUSTOMIZING AND COMBINING POSITIONS TO MEET THE GOALS OF YOUR ASSISTANTSHIP IS COMMON.

_____ **AQUATICS:** The Aquatics Graduate Assistant assists in all aspects of supervision in the Aquatics Center. Duties include risk management, hiring, scheduling, administering in-services, coordinating various aquatics programs and events, and evaluating lifeguards and training. Current lifeguard certification is required. Another area of responsibility will be combined with this position.

_____ **FACILITY MANAGEMENT:** The Facility Management Graduate Assistant oversees various operations of the Spencer Student Recreation Center and performs duties associated within the facility. Responsibilities include providing exceptional customer service, utilizing conflict resolution skills, responding to injuries, supervising students, implementing risk management procedures, enforcing policies, hiring and training student employees, and facility scheduling.

_____ **FITNESS SERVICES:** The Fitness Services Graduate Assistant coordinates the fitness sessions including the hiring, training, and scheduling of instructors. Other responsibilities include scheduling clients for personal training, preparing and administering in-services, assist in teaching the in-house training courses for personal trainers and fitness instructors, planning fitness programs, providing students with healthy lifestyle information, and continuing cooperative programs with University offices. Background in Exercise Science, Health Wellness or Nutrition preferred.

_____ **INTRAMURAL SPORTS:** The Intramural Sports Graduate Assistant plans, organizes, administers, and evaluates over 40 intramural events, assists in the recruitment, training, scheduling, supervising, and evaluating officials and supervisors for assigned intramural sport activities. The Graduate Assistant will also assist with the coordination of all aspects of the Intramural Sports program. Other opportunities include supervision of intramural activities, marketing/promotion, University relations, and student development. Officiating experience preferred.

_____ **MARKETING & MULTIMEDIA DESIGN:** The Marketing & Multimedia Design Graduate Assistant develops marketing and promotional materials incorporating video, digital photography, graphics and social networking media. A variety of multimedia projects are designed to inform students as well as the campus community about programs, services, and events in Campus Recreation. This position supervises graphic design students, manages the project schedule, and implements social networking promotions within Campus Recreation. Desired qualities include knowledge of video editing and Adobe CS3 software, an innovative and creative sense of design, and above average organizational skills.

_____ **OUTDOOR PURSUITS:** The Outdoor Pursuits Graduate Assistant uses outdoor programming experience to expand this newest programming area of Campus Recreation. Primary duties will include planning adventure trips, adventure skills workshops, and other outdoor activities. This Graduate Assistant will have the opportunity to impact the future direction of this venture at Western Illinois University. Another area of responsibility will be combined with this position. Another area of responsibility will be combined with this position.

_____ **SPECIAL EVENTS:** The Special Events Graduate Assistant plans, organizes, and implements over 12 Special Events through Campus Recreation. Opportunities include leading the marketing/promotion efforts for each event; building a relationship/collaboration with local businesses and University groups to obtain sponsorships; recruiting and supervising participants and volunteers; and evaluating the event.

_____ **SPORT CLUBS:** The Sport Club Graduate Assistant oversees all components of the Sport Club programs. The Graduate Assistant meets with club presidents and is responsible for ensuring that all sport clubs are in compliance with Campus Recreation. Responsibilities include scheduling monthly meetings with sport club presidents, depositing club funds, coordinating travel arrangements, and marketing and promoting sport club events. Excellent time management and multi-tasking skills are needed. Another area of responsibility will be combined with this position.

PLEASE COMPLETE THE SECOND PAGE OF THIS APPLICATION.

PLEASE ANSWER THE FOLLOWING FIVE QUESTIONS ON A SEPARATE SHEET OF PAPER.

1. Please describe a personal leadership experience from your past and what you learned from that experience.
2. What skills/qualities do you possess that would enable you to be an effective graduate assistant for Campus Recreation?
3. Why are you specifically pursuing a graduate assistantship in Campus Recreation? How does this relate to your career goals?
4. Briefly describe your personal philosophy regarding the role of Campus Recreation.
 - a. In a student's development:
 - b. In the life of a university:
5. Please write a descriptive narrative about yourself that will allow us to know you better.

FOR FULL CONSIDERATION, IT IS IMPORTANT THAT YOU RETURN YOUR APPLICATION, YOUR ANSWERS TO THIS QUESTIONNAIRE, AND YOUR COVER LETTER AND RESUME TO:

Judy Yeast, Associate Director
Campus Recreation
Donald S. Spencer Student Recreation Center 200G
1 University Circle
Macomb, IL 61455-1390

PLEASE NOTE THAT THIS APPLICATION IS *IN ADDITION TO* THE APPLICATIONS YOU HAVE OR WILL COMPLETE FOR THE SCHOOL OF GRADUATE STUDIES.

Western Illinois University complies fully with all applicable federal and state nondiscrimination laws, orders, and regulations. The University is committed to providing equal opportunity and an educational and work environment for its students, faculty, and staff that is free from discrimination based on sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status.

