

Aurora University — Men's Hockey Graduate Assistant

Organization: Aurora University

Where to apply: [Apply Here](#)

Contact: Please reach out to Jason Bloomingburg with any questions - jbloomingburg@aurora.edu

Men's Hockey Graduate Assistant

Aurora University (AU) is committed to the transformative power of learning by creating a student-centered environment and an equity of experience and opportunity, to ensure that students, faculty, and staff of all backgrounds feel welcome and included. Our culture of collaboration, generosity, and belonging make it a special place for students, faculty, and staff.

AU is grounded in the transformative opportunity it provides to a diverse student body. As a private university with a public mission and a commitment to making a difference in peoples' lives, AU has a long history of resilience and of providing access to an education that values innovation, focuses on continuous improvement, and has a positive impact on the communities we serve. We are proud of our service to and economic impact on the state of Illinois, where over 80% of our students stay to live and work, where 90% of our students come from, and where we foster strong community partnerships to develop the workforce in areas such as nursing, education, business, technology, and social work.

We are looking for passionate and purposeful individuals who represent the full diversity of Aurora and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, identity, and ethnic backgrounds present in our community. When you join the team at AU, you can expect to be part of an inclusive, innovative, and equity-focused community that approaches higher education as a matter of social

justice requiring broad collaboration among faculty, staff, students, and community partners.

At AU we believe that continuous learning is a fundamental part of working life, and our goal is for all colleagues on our campus to feel supported and equipped to realize their full potential. We actively support our community by providing all employees with opportunities to engage in professional development activities, as well as a range of tuition and employee benefits that can be found [here](#).

Position Purpose:

The Men's Ice Hockey Graduate Assistant balances the educational mission of Aurora University, providing leadership, organization, administration of all aspects of the Men's Ice Hockey program, while pursuing a Master's Degree. Responsibilities include, but are not limited to, contributing to player development, recruiting, academics, and team operations. The role emphasizes both on-ice and off-ice responsibilities, with a focus on academic excellence, athletic support, and team culture.

Core Competencies:

1. Represents Aurora University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our service, learns and uses operating practices of the department and Aurora University.
2. Upholds the Mission Statement: *At Aurora University, our singular goal is to empower students to achieve lasting personal and professional success. We do this by being an inclusive community dedicated to the transformative power of learning. As a teaching-centered institution, we encourage undergraduate and graduate students to discover what it takes to build meaningful and purposeful lives.*

3. Handles all information with tact and discretion and recognizes the confidential nature of university business.
4. Supports learning through performance of essential job functions and performing other duties and functions as necessary or as assigned, including voluntary participation in university committees, activities and events

Essential Job Functions:

- The Men's Ice Hockey Graduate Assistant supports the educational mission of Aurora University by providing leadership, organization, and administration of all aspects of the Men's Ice Hockey program. Responsibilities include, but are not limited to, contributing to player development, recruiting, academics, team operations.
- Understands and follows NCAA and conference rules and regulations. Follows NCAA rules as outlined in Bylaw 13 in the NCAA Division III Manual. Reports any alleged violations of conference, or institutional rules and regulations.
- Participate in recruiting efforts such as prospect evaluation, database management, and outreach.
- Assist with team and opposing team video break down.
- Assist with managing social media, video analysis, and team communications.
- Maintains self-control and poise; provides an example of sportsmanlike conduct for team members, officials, opponents and spectators.
- Assist with player equipment needs and repairs.
- Develops and maintains a positive relationship with alumni and interested segments of the university and community.
- Attends athletic department meetings and university community meetings and functions.

- Supports the Head Coach by carrying out assigned responsibilities
- Handles confidential information with tact and discretion.
- Drives university or rental vehicles as needed for away contests.
- Performs special and/or additional duties as required.

Essential Job Requirements:**Education:**

- Bachelor's Degree

Experience:

- NCAA playing experience, with a minimum of four or more years of relevant experience.

Skills:

- Solid understanding of Microsoft and Apple operating systems.
- Sound judgment and prioritization skills.
- Excellent written, oral, and presentation communication skills.
- Quick learner with great prioritization skills.
- Ability to work independently and be dependable.
- Ability to accept divergent views while maintaining a constructive working relationship with other team members.

Physical Requirements:

- Ability to work with a computer for long periods of the day.
- Ability to attend off campus meetings.
- Office setting, standing, walking, sitting.

Work Hours: Expected equivalent of 20 hours per week, but days/hours may vary as needed. Hybrid or work from home employment will be considered if

the candidate can demonstrate ability to fulfill this role effectively off-site.

The position includes full tuition assistance toward a master's degree and a \$5,000 annual stipend.

Special Requirements:

- A valid driver's license and driving record which meets institutional requirements is required.
- Requires travel between campus locations or to attend off-site meetings.

The pay range referenced in the job posting is the budgeted amount the university reasonably expects to pay for this position. The final pay rate will not be below the lowest pay rate listed herein.

Benefit-eligible positions offer excellent benefits including health, dental, life, vision, long term disability, a 403(b) retirement plan through TIAA, and tuition remission.

Aurora University is an Equal Opportunity Employer.