

Request:

We are requesting one (1) graduate assistantship (GA) to support the IHSA Hunt Seat Team. The GA will be located at The James L. Child Equestrian Complex and will be full-time: \$4,200 stipend for ≥ 640 hours (≥ 20 hours per week) and 12 hours of graduate tuition waived.

Expectations:

The GA will be responsible for assigned duties pertaining to the varsity IHSA team.

These duties include, but are not limited to:

- Helping with and organizing try-outs
- Submitting paperwork to IHSA electronically and via mail
- Sending communication between coaches and the team
- Assist coaches and team members in completing required forms
- Communicate with Judges, EMT and vendors to coordinate and collect contracts for shows
- Order Ribbons and awards for shows
- Set up travel arrangements for team and visiting judges
- Possibility of traveling with team for away shows
- Create prize lists and programs for shows
- Collect communications from other teams and be point of contact for UF team
- Keep track of team points and update records with IHSA
- Assist in creating requisitions for judges, entry fees, and dues
- Direct barn duties during shows
- Assist with running of horse show- create all packets and manage forms for participating teams
- Direct all duties related to horse shows-paperwork, decorations, horse preparation to keep show running
- Write press releases to send to athletics department with results
- Other duties as assigned

Explanation of method of evaluation:

The learning process, especially at this high level of experiential learning, there must be a feedback component. If a student is to improve, then evaluation of their performance and suggestions for the improvement is needed. We intend to periodically meet with the student on at least three occasions during the semester to assess their performance, to describe additional tasks and to allow for dialog between instructors, staff and the student. These meetings will insure that the student has a clear understanding of the expectations and is able to discuss, develop and improve teaching activities beneficial to the program.

Student benefits:

The student will benefit from this position in many ways. They will gain experience in teaching, keeping records, and organizing practices and shows. The student can take his/her assistantship role and apply it to their own career in the equine industry.

Departmental and faculty benefits:

The equestrian team and its coaches benefit greatly from the GA position; with a graduate student assisting the team, our coaches can focus on preparing the team both in and out of the arena. Having the GA handle these duties will enable the coaches and staff to focus on the success of the team.