



WILLIAM & MARY

CHARTERED 1693

Graduate Assistant - Intramurals Campus Recreation Division of Student Affairs

Position Overview

The Graduate Assistant of Campus Recreation - Intramurals collaborates with the Associate Director, Intramural Supervisors, Intramural Officials, and campus stakeholders to promote, organize, and conduct a comprehensive intramural program.

Department Mission

The Department of Campus Recreation provides quality recreational opportunities to all members of the William & Mary Community to enhance and foster a lifelong appreciation for health, wellness and recreation.

Position Type

- | | |
|--|---|
| <input checked="" type="checkbox"/> Masters Level | <input checked="" type="checkbox"/> Full-time (20 hours/week) |
| <input checked="" type="checkbox"/> Doctoral Level | <input type="checkbox"/> Part-time (10 hours/week) |

Compensation / Benefits

- This assistantship qualifies a full-time student for the in-state tuition waiver
- For students enrolled in the Higher Education program:
 - Tuition subsidy (student pays \$2,500/year in tuition)
 - \$16,500 stipend (for mid-August to mid-May contract)
 - \$500 loaded onto student account to for parking pass, meals, or other student expenses
- For non-Higher Education students:
 - School of Education tuition (in-state rate) + \$5,000 stipend (for mid-August to mid-May contract)
 - \$500 loaded onto student account to for parking pass, meals, or other student expenses

Position Elements

- | | |
|---|--|
| <input checked="" type="checkbox"/> Mostly 9 a.m. -5 p.m. work | <input checked="" type="checkbox"/> Occasional night/evening work |
| <input type="checkbox"/> Frequent night/evening work | <input checked="" type="checkbox"/> Weekend work: Sometimes |
| <input checked="" type="checkbox"/> Hires student workers | <input checked="" type="checkbox"/> Supervises / evaluates student workers |
| <input checked="" type="checkbox"/> Frequent student interaction | <input checked="" type="checkbox"/> Leads training sessions for students |
| <input checked="" type="checkbox"/> Advises individual students | <input type="checkbox"/> Advises student organizations |
| <input type="checkbox"/> Budget management | <input checked="" type="checkbox"/> Event/program management |
| <input checked="" type="checkbox"/> Individual work space | <input type="checkbox"/> Shared work space |
| <input checked="" type="checkbox"/> Independent work | <input checked="" type="checkbox"/> Collaborative / group work |
| <input checked="" type="checkbox"/> Conference/workshop funding available | <input checked="" type="checkbox"/> May take internship at same time as GA |
| <input checked="" type="checkbox"/> Opportunity for committee work | <input type="checkbox"/> Opportunity for summer employment |

Additional elements:

- Direct work with the IMLeagues website
- Utilizes Cascade for website development
- Fusion by Innosoft is used for membership and facility management
- Opportunity to gain CPR/First Aid Certification
- Possible Officiating Certification Opportunities

Job Responsibilities

- Assist the Associate Director with all aspects of programming involved with the eight team sports, and a wide variety of weekend team/individual tournaments.
- Act as a point of contact for participants in the intramural program.
- Coordinate and attend weekly supervisor and bi-monthly official's meetings.
- Assist the Associate Director with recruitment, selection, training, scheduling, supervision and evaluation of the Intramural Officials and Intramural Supervisors.
- Aid in the professional development of student supervisors and officials.
- Collect and submit payroll for 80+ intramural sports employees to the Associate Director.
- Assist in the creation, organization and implementation of intramural publications and marketing materials.
- Maintain intramural employee files and team participation records.
- Supervise the Bee McLeod Recreation Center and associated programming one night per week.
- Create a yearly survey and written assessment of the Intramural program.
- Utilize departmental computer programs and processes including: IMLeagues, Microsoft Office, Google Workspace (formerly Drive), Fusion, Reach, Qualtrics, EMS, and Cascade.
- Attend and contribute to Campus Recreation Staff and Student Affairs meetings.

Preferred Qualifications

- Prior experience as an intramural employee
- Officials certifications (high school, youth, or recreational sports)
- CPR/FA Instructors certification desirable
- Prior experience with IMLeagues, Microsoft Office, Qualtrics, and Google Workspace (formerly Drive).

Learning Outcomes

- Create an inclusive, positive and engaging environment for all intramural employees and participants.
- Learn the facets of program planning, management, delivery, and assessment.
- Establish an understanding of all Campus Recreation positions and other student affairs professions.
- Develop essential leadership skills and cultural competency within Campus Recreation.

Direct Supervisor

Supervisor Name: Joe Tighe

Supervisor Title: Associate Director of Campus Recreation for Intramurals

Contact Email: rjtigh@wm.edu

Contact Phone: (757) 221-3314

Interested applicants are welcome to contact the supervisor with any questions.