



WILLIAM & MARY

CHARTERED 1693

Graduate Assistant - Sport Clubs Campus Recreation Division of Student Affairs

Position Overview

The Graduate Assistant of Sport Clubs collaborates with the Assistant Director, club sport student organizations, and campus stakeholders to promote and preserve a comprehensive sport club 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)
 - \$15,000 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) + \$4,500 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 type="checkbox"/> Mostly 9 a.m. -5 p.m. work | <input type="checkbox"/> Occasional night/evening work |
| <input checked="" type="checkbox"/> Frequent night/evening work | <input checked="" type="checkbox"/> Weekend work: Frequent |
| <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 checked="" type="checkbox"/> Advises student organizations |
| <input checked="" 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 type="checkbox"/> Independent work | <input type="checkbox"/> Collaborative / group work |
| <input checked="" type="checkbox"/> Conference/workshop funding available | <input 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 |

Job Responsibilities

- Work with Assistant Director to coordinate the operation of 46 sport clubs including travel, scheduling, risk management, and policy / procedure compliance Plan, implement, and coordinate leadership opportunities through workshops with Sport Club Officers
- Mentor and help advise club officers and approximately 1,200 student athletes
- Collaborate with Sport Leadership Board on presentations, planning events, and funding allocation
- Attend and contribute to staff and Division of Student Affairs meetings
- Become familiar with departmental computer programs and processes including: IMLeagues, Microsoft Excel, PowerPoint, Publisher, Tribe Response Forms, and Cascade
- Process reimbursements and utilize basic accounting knowledge
- Process waivers, and other forms via IM Leagues website
- Assess and evaluate Sport Club Programming for annual reporting and internal use

Preferred Qualifications

- Campus Recreation Experience Preferred
- CPR/AED, 1st Aid Certified (on-the-job training is available, also)

Learning Outcomes

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

Direct Supervisor

Rob Thompson
Assistant Director of Campus Recreation
William and Mary
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Interested applicants are welcome to contact the supervisor with any questions.