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
☒ Masters Level ☒ Full-time (20 hours/week)
☒ Doctoral Level ☐ Part-time (10 hours/week)

Compensation / Benefits
- This assistantship qualifies a full-time student for the 2018-19 in-state tuition waiver.
- Total financial package = In-state tuition + $4,000 stipend

Position Elements
☒ Mostly 9 a.m. -5 p.m. work ☒ Occasional night/evening work
☐ Frequent night/evening work ☒ Weekend work: Sometimes
☐ Hires student workers ☒ Supervises / evaluates student workers
☒ Frequent student interaction ☒ Leads training sessions for students
☐ Advises individual students ☒ Advises student organizations
☐ Budget management ☒ Event/program management
☒ Individual work space ☐ Shared work space
☒ Independent work ☐ Collaborative / group work
☒ Conference/workshop funding available ☐ May take internship at same time as GA
☒ Opportunity for committee work ☐ 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**

Megan Wagner  
Assistant Director of Campus Recreation  
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Interested applicants are welcome to contact the supervisor with any questions.