Position Overview
The Graduate Assistant of Campus Recreation 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
☒ 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 2017-18 in-state tuition waiver.
• Total financial package = In-state tuition + $4,000 stipend
• Additional benefits: (Insert comma separated list of any additional benefits. No more than 2 lines)

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

Additional elements:
• Direct work with the IMLeagues website
• Utilizes Cascade for website development
• 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.
- 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 Campus Recreation Program one night per week.
- Create a yearly survey and written assessment of the Intramural program.
- Utilize departmental computer programs and processes including: IMLeagues, Microsoft Excel, PowerPoint, Publisher, Tribe Response Forms, Google Drive, Fusion, Reach, Qualtrics, and Cascade.
- Attend and contribute to Campus Recreation Staff and Student Affairs meetings.

Preferred Qualifications
- Prior experience as an intramural sports employee
- Officials certifications (high school, youth or recreational sports)
- CPR/FA Instructors certification desirable
- Prior experience with IMLeagues, Microsoft Excel, PowerPoint, Publisher, Qualtrics, and Google 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 Campus Recreation 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, Intramurals
Contact Email: rjtigh@wm.edu
Contact Phone: (757) 221-3314

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