Graduate Assistant - Intramurals
Campus Recreation
Division of Student Affairs

**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 2019-20 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.