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
☒ 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 in-state tuition waiver
• For students enrolled in the Higher Education program:
  o Tuition subsidy (student pays $2,500/year in tuition)
  o $15,000 stipend (for mid-August to mid-May contract)
  o $500 loaded onto W&M Express card to use for parking, meals, or anywhere Express is accepted
• For non-Higher Education students:
  o SOE tuition (in-state rate) + $4,500 stipend (for mid-August to mid-May contract)
  o $500 loaded onto W&M Express card to use for parking, meals, or anywhere Express is accepted

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
- 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.