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 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: Frequent
☒ 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

Daniel Gardner
Assistant Director of Campus Recreation
The College of William and Mary
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Interested applicants are welcome to contact the supervisor with any questions.