



WILLIAM & MARY

CHARTERED 1693

Graduate Assistant Facilities & Aquatics Campus Recreation Department Division of Student Affairs – Health & Wellness

Position Overview

Assist with recruitment, selection, training, scheduling, supervision and evaluation of the facility and aquatic student staff. Supervise the Student Recreation Center one night a week and assist in project management and special event programming.

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Masters Level | <input checked="" type="checkbox"/> Full-time (20 hours/week) |
| <input checked="" type="checkbox"/> Doctoral Level | <input type="checkbox"/> 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
- Additional benefits: (Insert comma separated list of any additional benefits. No more than 2 lines)

Position Elements

- | | |
|---|--|
| <input checked="" type="checkbox"/> Mostly 9 a.m. -5 p.m. work | <input type="checkbox"/> Occasional night/evening work |
| <input checked="" type="checkbox"/> Frequent night/evening work | <input checked="" type="checkbox"/> Weekend work: Often, Sometimes , Rarely |
| <input checked="" type="checkbox"/> Hires student workers | <input checked="" type="checkbox"/> Supervises / evaluates student workers |
| <input checked="" type="checkbox"/> Frequent student interaction | <input checked="" type="checkbox"/> Leads training sessions for students |
| <input checked="" type="checkbox"/> Advises individual students | <input type="checkbox"/> Advises student organizations |
| <input checked="" type="checkbox"/> Budget management | <input checked="" type="checkbox"/> Event/program management |
| <input checked="" type="checkbox"/> Individual work space | <input type="checkbox"/> Shared work space |
| <input checked="" type="checkbox"/> Independent work | <input checked="" type="checkbox"/> Collaborative / group work |
| <input checked="" type="checkbox"/> Conference/workshop funding available | <input checked="" type="checkbox"/> May take internship at same time as GA |
| <input checked="" type="checkbox"/> Opportunity for committee work | <input checked="" type="checkbox"/> Opportunity for summer employment |

Job Responsibilities

- Assist Associate Director in the day-to-day staffing and operation of the Student Recreation Center
- Conduct weekly staff meetings for several student staff teams
- Coordinate presentations and guest speakers for student staff development opportunities

Preferred Qualifications

- Bachelor's degree in Recreation, Physical Education, Kinesiology, Business Administration or related field.
- Acceptance into Graduate School, preferably in Higher Education with an emphasis on Higher Education Administration or Counseling.
- Interest and experience in Collegiate Recreation as a career field.
- American Red Cross (or equivalent) instructor certification in CPR & First Aid

Learning Outcomes

As a result of employment with Campus Recreation, Graduate Assistants will:

- Demonstrate proficiency in describing the Mission, Values and Diversity statements of the department
- Strengthen time management skills through practical experience
- Gain confidence in managing risk and emergency situations
- Identify transferrable skills gained through the experience

Direct Supervisor

Robert "Bob" Gough
Associate Director
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757-221-3499

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