



WILLIAM & MARY

CHARTERED 1693

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 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 checked="" type="checkbox"/> Occasional night/evening work |
| <input type="checkbox"/> Frequent night/evening work | <input checked="" type="checkbox"/> Weekend work: Sometimes |
| <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 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 type="checkbox"/> 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.