



# WILLIAM & MARY

CHARTERED 1693

## Graduate Assistant - Sport Clubs Campus Recreation Division of Student Affairs

### 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

- |  |   |
|--|---|
| <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

### 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 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 type="checkbox"/> Advises individual students                      | <input checked="" 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 type="checkbox"/> Collaborative / group work                        |
| <input checked="" type="checkbox"/> Conference/workshop funding available | <input 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                 |

### **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, 1<sup>st</sup> 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  
757-221-2959  
dwgardner@wm.edu

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