**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**

<table>
<thead>
<tr>
<th>Masters Level</th>
<th>Full-time (20 hours/week)</th>
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<tbody>
<tr>
<td>Doctoral Level</td>
<td>Part-time (10 hours/week)</td>
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**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**

<table>
<thead>
<tr>
<th>Mostly 9 a.m. -5 p.m. work</th>
<th>Frequent night/evening work</th>
<th>Occasional night/evening work</th>
<th>Weekend work: Sometimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hires student workers</td>
<td>Frequent student interaction</td>
<td>Supervises / evaluates student workers</td>
<td>Leads training sessions for students</td>
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<tr>
<td>Advises individual students</td>
<td>Event/program management</td>
<td>Advises student organizations</td>
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<tr>
<td>Budget management</td>
<td>Individual work space</td>
<td>Shared work space</td>
<td>Collaborative / group work</td>
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<tr>
<td>Independent work</td>
<td>Conference/workshop funding available</td>
<td>May take internship at same time as GA</td>
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<tr>
<td>Opportunity for committee work</td>
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<td>Opportunity for summer employment</td>
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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: IM Leagues, Microsoft Excel, PowerPoint, Publisher, Tribe Response Forms, and Cascade
- Process reimbursements and utilize basic accounting knowledge
- 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
757-221-2959
dwgardner@wm.edu

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