Position Description
Graduate Assistant – Sport Clubs

Responsibilities:
The Graduate Assistant – Sport Clubs will assist the Sport Clubs staff in the daily coordination and management of a comprehensive sport club program. Weekend and evening hours will be required. Responsibilities will include, but are not limited to:

- Assist in directing the general administration of assigned sport club activities
- Advise and assist in the planning and supervising of home events and sport club travel plans
- Advise sport club leaders in all budgetary aspects, including planning, purchases, allocations, and fundraising efforts
- Monitor competitions, gatherings and clinics to ensure adherence to University policies and procedures
- Hire, train, supervise, schedule and evaluate approximately 8-10 sport clubs tournament assistants
- Work with the Sport Clubs Association Executive Committee on planning and administering monthly association meetings
- Support and promote the concepts of customer service and student development
- Advising and supervising assigned clubs with all day to day operations, risk management, travel, budget concerns, event planning
- Liaison for hosted youth tournaments
- Assist with training of new presidents, treasurers, and safety officers for their positions and events
- Assist with allocation process for sport clubs association
- Assist with securing vehicles for clubs traveling
- Responsible for creating and implementing end of year event and awards program
- Create and track disciplinary actions, infractions, etc.

Texas A&M Sport Clubs Association:
The Texas A&M Sport Club Association consists of 34 competitive student organizations and approximately 1,500 student members. Each of these clubs is organized and administered by the student leaders and the club membership. The Department of Recreational Sports is committed to providing the resources needed for each club to safely practice and compete in their respective sport, while also presenting opportunities for the students to develop leadership, interpersonal, and organizational skills.

Qualifications:

- Bachelor’s degree
- Experience working with college students and programs in recreational sports setting
- *Admission to the Texas A&M Graduate School in a program of study that is directly related to Graduate Assistantship position, qualifying programs of study include, but are not limited to: Sports Management, Student Affairs Administration, Higher Education, and Recreation, Parks, and Tourism. Other degree programs will need to be considered individually by the office of Graduate Studies.
- All Texas residents are eligible to pursue any graduate degree program
The minimum requirements for acceptance into each specific program may vary. Please make sure to research the qualifications and requires deadline for applications.

- **Higher Education** – December 1
- **Student Affairs Administration** – December 1
- **Sports Management** – February 1; **Online Sports Management Program** – April 1
- **Recreation, Parks, and Tourism Sciences** – March 1

**Stipend:**
- $13.60 per hour and 20 paid hour work weeks (equals approximately $14,000 annually), eligible for merit increase in 2nd year
- 9 or 12 month position
- Full Tuition Waiver. Student will be responsible for all fees. Tuition waiver is for a maximum of 9 credit hours each fall and spring semester and 6 credit hours for summer semester.
- University medical health benefits
- Travel/Professional Development allowance

**Application Procedure:**
Please submit letter of application, resume, and transcript (can be unofficial), GRE scores, and three reference names with telephone numbers and email addresses to:

Keith Joseph, Sport Clubs Director, kjoseph@rec.tamu.edu

**Closing Date:**
Applications will be reviewed until position is filled. For best consideration, application materials should be received by Friday, January 29, 2016. **Priority will be given to individuals who can confirm submission of their graduate school application materials.**

**Start Date:** August 1, 2016 (flexible).

For more information visit **www.recsports.tamu.edu**

Texas A&M University is committed to equal employment opportunity through affirmative action.

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Texas A&M Sport Clubs