Position Description
Graduate Assistant – Intramural Sports

Responsibilities:
The Graduate Assistant – Intramural Sports will assist in directing the day to day operations of a comprehensive intramural program. Responsibilities will include, but not limited to:

➢ Directing the general administration of assigned intramural sports
➢ Assist the program with promotion, hiring/training personnel, scheduling, supervision, and evaluation of sports and student official groups
➢ Support and encourage the concept of student leadership and development
➢ Develop and lead Intramural Sports Supervisor trainings/in-services
➢ Evaluate student staff on site during Intramural contests
➢ Assist with disciplinary meetings/hearings
➢ Track Intramural equipment and assist in yearly purchasing
➢ Manage social media pages and its contents
➢ Other opportunities available through interaction with a comprehensive recreational sports program and by serving on departmental and university committees

Texas A&M Intramural Sports:
The intramural sports program at Texas A&M University offers over 25 activities and events throughout the school year that caters to a campus population consisting of over 50,000 students and 10,000 faculty/staff. The intramural program employs over 200 students as officials, scorekeepers and supervisors. Competitive team numbers include: about 400 for Flag Football, about 300 for Basketball and Outdoor Soccer, and over 200 teams in Softball, Indoor Soccer, and Volleyball. The Department is committed to providing the best quality Intramural Program for the Texas A&M University community.

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.
   o 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 requirements of each program prior to the deadline.
   o Higher Education – December 1
   o Student Affairs Administration – December 1
   o Sports Management – February 1; Online Sports Management Program – April 1
   o 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:

Oscee Wheatfall, Intramural Sports Assistant Director, owheatfall@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.