



**Part-time Position Title**

**Graduate Assistant – Intramural Sports**

**Job Description**

**General Statement of Duties**

Assist the Intramural Sports Professional Staff in the daily coordination and management of a comprehensive Intramural Sports program for the Department of Recreational Sports.

**Typical Responsibilities**

- Oversee the administration of assigned intramural sports, including planning, registration, payment processes, scheduling, and evaluating
- Assist the program with recruitment, hiring and onboarding, training, scheduling, supervision, and evaluation of student employees
- Support and encourage the concept of student leadership and development
- Develop and lead supervisor trainings and in-services
- Assist with disciplinary meetings/hearings
- Conduct equipment inventory and assist in yearly purchasing
- Assist with marketing and outreach and lead the program's social media teams
- Assist with risk management efforts and ensure facilities are suitable for play
- Ensure consistent and dynamic programming is provided each semester
- Assist with the daily operation of the Intramural Office including supervision of an office assistant and student coordinators
- Provide outstanding customer service and address needs of student participants in a timely manner
- Serve on departmental, divisional, and/or university committees
- Participate in other opportunities available through interaction with a comprehensive recreational sports program
- Assist with other duties as assigned

**Experience and Abilities**

- Bachelor's Degree & Admission to Texas A&M Graduate School
- Experience working with college students and programs in recreational sports setting
- Experience officiating sports

**Training**

- Complete training will be provided by the Intramural Sports Staff
- Required to take the Texas A&M University Slow Moving Vehicle (SMV) Training - 211256
- Stay up to date on required state trainings

**Environmental Conditions**

- Weekend and evening hours will be required
- Outdoor exposure
- May be required to lift heavy objects

**Pay Scale**

In accordance with departmental policy, the Graduate Assistant – Intramural Sports position will start at \$15.60 per hour and be eligible for merit increase in 2nd year of Graduate School.

**Learning Outcomes:**

- 1) Demonstrate a comprehensive understanding of teamwork and collaboration, in particular in an office and professional setting.

- 2) Demonstrate advanced supervisory and leadership skills, with a particular high competency in student development.
- 3) Demonstrate mastery of problem-solving skills to effectively manage difficult situations, especially in a fast-paced office setting

### Wage, Benefits and Stipend Information

- Rec Sports will pay the in-state tuition, 9 hours for fall and spring semesters and 6 hours for summer semester. (Non-Texas residents in a field of study\* that directly relates to the assistantship can apply for a waiver from non-Texas to in-state tuition)
- \$15.60 per hour and 20 paid hour work weeks (approximately \$1,400 monthly), eligible for merit increase in 2<sup>nd</sup> year
- 9 or 12 month position
- University medical health benefits
- Travel/professional development allowance
- No state income tax
- Please make sure to research the qualifications and required deadline for applications. Programs that our Graduate Assistants have studied under and have qualified for the tuition waiver include, but are not limited to: Sport Management, Higher Education Administration, Student Affairs Administration, and Recreation, Park, and Tourism Sciences. Other degree programs will need to be considered individually by the Office of Graduate Studies.
- A couple of the graduate program deadlines include:
  - **Student Affairs Administration in Higher Education (SAAHE)** - December 1, 2021
  - **Sport Management:**
    - Face to Face: February 1, 2022
    - Distance Education: April 1, 2022
  - **Recreation, Parks, and Tourism Sciences** – June 1, 2022

### How to Apply

**Application Procedure** Please submit cover letter, resume, and three references, plus a copy of your transcript (can be unofficial) and GRE scores. All applications should be sent via email to [kandric@rec.tamu.edu](mailto:kandric@rec.tamu.edu)

**Closing Date:** Applications will be reviewed until position is filled. For best consideration, application materials should be received by 11:59pm Central on Tuesday, December 7, 2021. **Priority will be given to individuals who can confirm submission of their graduate school application materials.**

**Start Date:** August 1, 2022 (flexible)

### Contact Information

Information is available on the Rec Sports website at: <https://recsports.tamu.edu/employment> under Part-Time Employment or you may contact Kaulin Andric, Coordinator for Intramural Sports, at [kandric@rec.tamu.edu](mailto:kandric@rec.tamu.edu) Or 979-845-2166.