Part-time Position Title: Graduate Assistant – Sport Clubs

**Job Description**

**General Statement of Duties**

Assist the Sport Clubs professional staff in the daily coordination and management of a comprehensive sport club program for the Department of Recreational Sports.

**Typical Responsibilities**

- Assist in directing the general administration of assigned sport clubs activities
- Advise and assist in the planning and supervising of home events and travel plans
- Guide sport clubs leaders in all budgetary aspects, including planning, purchases, allocations, and fundraising efforts
- Monitor events and competitions to ensure adherence to university policies and procedures
- Hire, train, supervise, schedule, and evaluate approximately 15-20 Sport Clubs Supervisors
- Work with the Sport Clubs Association Executive Committee on planning and administering monthly club liaison meetings, annual can drive, workshops and special events
- Support and promote the concepts of student development, leadership, and customer service
- Advise assigned clubs with day-to-day operations, risk management, travel, budget concerns, and event planning
- Develop and present leadership training, workshops, and new officer trainings
- Liaison for club hosted youth tournaments
- Assist with the budget allocation process for the Sport Clubs Association
- Assist with processing electronic submissions, creating reports, and securing vehicles for sport clubs’ travel
- Assist with creating and maintaining the marketing plan and promotions of the Sport Clubs Association
- Mediation and support for interclub conflicts, assist with disciplinary meetings and tracking infractions
- Process electronic submissions and maintain the sport clubs’ membership and travel management system
- Serve on departmental, divisional, and 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
- Experience working with college students and programs in a recreational sports setting
- Admission to the Texas A&M Graduate School

**Training**

- Complete training will be provided by the Sport Clubs staff
- Required to take the Texas A&M University Slow Moving Vehicle (SMV) Training - 215256
- Stay up to date on required state trainings
Environmental Conditions
- May require weekend and evening hours
- Outdoor exposure
- May be required to lift heavy objects

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

Learning Outcomes:
- Articulate and demonstrate knowledge of a comprehensive Sport Clubs program in advising and training student leaders
- Demonstrate application of best risk management practices for hosting Sport Club events
- Demonstrate the ability to work collaboratively with in a diverse group setting within the Department and Sport Clubs Executive Committee

About Texas A&M Sport Clubs Association
The Texas A&M Sport Club Association currently consists of 37 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.

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<thead>
<tr>
<th>Wage, Benefits and Stipend Information</th>
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<td>➢ 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)</td>
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<td>➢ $15.60 per hour and 20 paid hour work weeks (approximately $1,400 monthly), eligible for merit increase in 2nd year</td>
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<td>➢ 9 or 12 month position</td>
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<td>➢ University medical health benefits</td>
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<td>➢ Travel/professional development allowance</td>
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<td>➢ No state income tax</td>
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<td>➢ 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.</td>
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<td>➢ A couple of the graduate program deadlines include:</td>
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<td>o Exercise Physiology – January 15, 2022</td>
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<td>o Student Affairs Administration in Higher Education (SAAHE) - December 1, 2021</td>
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<td>o Sport Management:</td>
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<td>• Face to Face: February 1, 2022</td>
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<td>• Distance Education: April 1, 2022</td>
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<td>o Recreation, Parks, and Tourism Sciences – June 1, 2022</td>
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<td>o Sports Physiology – January 15, 2022</td>
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## 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 jkonetski@rec.tamu.edu

**Closing Date:** Applications will be reviewed until position is filled. For best consideration, application materials should be received by Monday, January 31, 2022. **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 Jessica Konetski, Assistant Director – Sport Clubs, at jkonetski@rec.tamu.edu Or 979-845-1857.