Graduate Assistant – Sport Clubs

**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 sport clubs travel plans
- Advise sport clubs 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 Supervisors
- Work with the Sport Clubs Association Executive Committee on planning and administering monthly club liaison meetings
- Support and promote the concepts of customer service and student development
- Advise and supervise 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
- Assist with allocation process for sport clubs association
- Assist with securing vehicles for clubs traveling
- Create and implementing end of year event and awards program
- Create and track disciplinary actions, infractions, etc.
- Assist with creating and maintaining the marketing plan and promotions of the Sport Clubs Association
- 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 & Admission to Texas A&M Graduate School
- Experience working with college students and programs in recreational sports setting

**Training**
- Complete training will be provided by the Sport Clubs Staff
- Stay up to date on required state training

**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 – Sport Clubs position will start at $13.60 per hour and be eligible for merit increase in 2nd year of Graduate School.

**Learning Outcomes**
1) Articulate and demonstrate knowledge of a comprehensive Sport Clubs program in advising and training student leaders (job specific skills/communication)
2) Demonstrate application of best risk management practices for hosting Sport Club events (job specific skills)
3) Demonstrate the ability to work collaboratively with in a diverse group setting within the Department and Sport Clubs Executive Committee (Social Competency/teamwork skills)

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)
- $13.60 per hour and 20 paid hour work weeks (approximately $1,200 monthly), eligible for merit increase in 2nd 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:
  - Exercise Physiology – January 15
  - Sports Physiology – January 15
  - Sports Management (in-residence) – February 1
  - Sports Management (online) – April 1
  - Recreation, Park & Tourism Sciences – March 1
  - MBA Program – January 20 (round 2); March 10 (round 3); April 21 (round 4); May 26 (round 5)

Application Procedure: Required application materials include a letter of application, resume, unofficial transcript, GRE Scores (if applicable for intended program of study) and three reference names with telephone numbers and email addresses. 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 19, 2021. **Priority will be given to individuals who can confirm submission of their graduate school application materials.**

Start Date: August 4, 2021 (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 979-862-1857.