Part-time Position Title

Graduate Assistant – Human Resources

Job Description

General Statement of Duties

Assist the Human Resources team in the oversight and development of all student staff, and management and operations of Rec Sports Human Resources unit.

Typical Responsibilities

- Hire, train, schedule, evaluate and supervise approximately 2-4 student staff.
- Maintain, edit and create student worker files for all units in Recreational Sports.
- Perform I-9 processes (Employment Eligibility Verification) for incoming new hires in compliance with USCIS. (U.S. Citizenship and Immigration Services)
- Provide administrative and payroll support to daily operations of Recreational Sports with less guidance and supervision.
- Gather information for reports and prepare various detailed reports on periodic basis using Microsoft Excel and Microsoft Word.
- Aide in the hiring process for future Human Resource/Payroll student assistants.
- Coordinate logistics and administrative support for Student Advisory and Participant Advisory committees
- Identify and coordinate developmental opportunities for HR student staff.
- Assist with taking minutes for Recreational Sports staff meetings.
- Assist with termination, pay increases, dual employment, add jobs and title changes in Workday.
- Assist with Payroll processing and payroll reports.
- Send out Payroll calendar reminders.
- 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 with clerical and office settings
- Knowledge in Workday (preferred)
- Computer skills in Microsoft Excel, Microsoft Word and ability to learn new software applications when required.

Training

- Complete training will be provided by Rec Sports Human Resources staff.
- Stay up-to date on required state training.

Environmental Conditions

- Graduate Assistant – Human Resources will generally work indoors within the Student Recreation Center. Some outdoor events are required.
- Weekend and evening hours may be required

Pay Scale

In accordance with departmental policy, the Graduate Assistant – Human Resources position will start at $13.60 per hour and be eligible for merit increase in 2nd year of Graduate School.

Learning Outcomes

1) Develop, recruit and train all levels of undergraduate student staff.
2) Communicate professionally with full time staff and incoming student hires.
3) Identify professional development opportunities that will enhance professional growth for Student employees in Human Resource unit.

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.

How to Apply

**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 scarr@rec.tamu.edu.

**Closing Date:** Applications will be reviewed until position is filled. For best consideration, application materials should be received by Friday, June 4, 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 available on the Rec Sports website at: [https://recsports.tamu.edu/employment](https://recsports.tamu.edu/employment) under Part-time Employment or you may contact Sachi Carr-Chargualaf, Business Coordinator III, at scarr@rec.tamu.edu or 979-845-7826.