



# REC SPORTS

## Position Description Graduate Assistant – Sport Clubs

### **Responsibilities:**

The Graduate Assistant – Sport Clubs will assist the Sport Clubs staff in the daily coordination and management of a comprehensive sport club program. Weekend and evening hours will be required.

Responsibilities will include, but are not limited to:

- Assist in directing the general administration of assigned sport club activities
- Advise and assist in the planning and supervising of home events and sport club travel plans
- Advise sport club 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 Event Assistants progressing to the oversight of the Sport Clubs Supervisors in the 2<sup>nd</sup> year.
- Work with the Sport Clubs Association Executive Committee on planning and administering association and monthly club liaison meetings
- Support and promote the concepts of customer service and student development
- Advising and supervising 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 for their positions and events
- Assist with allocation process for sport clubs association
- Assist with securing vehicles for clubs traveling
- Responsible for creating and implementing end of year event and awards program
- Create and track disciplinary actions, infractions, etc.
- Assist with the creating and maintaining of the marketing plan and promotions of the Sport Clubs Association.

### **Texas A&M Sport Clubs Association:**

The Texas A&M Sport Club Association currently consists of 36 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.

### **Qualifications:**

- Bachelor's degree
- Experience working with college students and programs in recreational sports setting
- Admission to the Texas A&M Graduate School
  - For non-Texas residents, in order to qualify for in-state tuition, graduate assistants must be enrolled in a field of study that directly relates to their graduate assistantship. Qualifying programs of study include, but are not limited to: Sports Management, Exercise Physiology, Sports Physiology, and Recreation, Park, and Tourism Sciences. Other degree programs will need to be considered individually by the Office of Graduate Studies.

### **Stipend:**

- Pay rate starts at \$13.60/hour. Based on working 20 hours per week, this is approximately \$1,200/month. Graduate assistants are eligible for merit increase in second 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
  - Not state income tax

### **Application Procedure:**

Please electronically submit letter of application, resume, and transcript (can be unofficial), and three reference names with telephone numbers and email addresses to:

Jessica Konetski, Assistant Director – Sport Clubs, [jkonetski@rec.tamu.edu](mailto:jkonetski@rec.tamu.edu)

### **Closing Date:**

Applications will be reviewed until position is filled. For best consideration, application materials should be received by Friday, January 18, 2019. ***Priority will be given to individuals who can confirm submission of their graduate school application materials.***

**Start Date:** August 1, 2019

For more information visit [www.recsports.tamu.edu](http://www.recsports.tamu.edu)

***Texas A&M University is committed to equal employment opportunity through affirmative action.***



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**Texas A&M Sport Clubs**