



REC SPORTS

Position Description Graduate Assistant – Intramural Sports

Responsibilities:

The Graduate Assistant – Intramural Sports will assist in directing the day to day operations of a comprehensive intramural program. Responsibilities will include, but are not limited to:

- 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 ensuring facilities are suitable for play
- Ensure consistent and dynamic programming is provided each semester
- Assist with daily operations of the Intramural Office including supervisor of an office assistant and student coordinators
- Provide outstanding customer service and address needs of student participants in a timely manner
- Other opportunities available through interaction with a comprehensive recreational sports program and by serving on departmental and university committees

Texas A&M Intramural Sports:

The intramural sports program at Texas A&M University offers over 25 activities and events throughout the school year that caters to a campus population consisting of over 60,000 students and 10,000 faculty/staff. The intramural program employs approximately 200 students as officials, scorekeepers and supervisors.

Competitive team numbers include about: 300 for Flag Football, Basketball and Outdoor Soccer; 200 for Softball, Indoor Soccer, and Sand and Indoor Volleyball. The Department is committed to providing an outstanding Intramural Program for the Texas A&M University community.

Qualifications:

- Bachelor's degree
- Experience working with college students and programs in recreational sports setting
- *Admission to the Texas A&M Graduate School in a program of study that is related to Graduate Assistantship position. Qualifying programs of study include, but are not limited to: Sports Management, Student Affairs Administration, Higher Education, and Recreation, Parks, and Tourism. Other degree programs will need to be considered individually by the office of Graduate Studies.
 - ***All Texas residents are eligible to pursue any graduate degree program***
- The minimum requirements for acceptance into each specific program may vary. Please make sure to research the qualifications and requirements of each program prior to the deadline. Many of the programs listed above have application closing dates as soon as January 15, 2019.

Salary, Benefits and Stipend Information:

- Full tuition waiver excluding any applicable student fees (maximum of 9 credit hours for fall and spring semesters; 6 credit hours for summer semester)
- \$13.60 per hour and 20 paid hour work weeks (approximately \$1,200/month)
- Eligible for merit increase in 2nd year
- 9 or 12 month position (Summer employment available also without assistantship)
- University health insurance benefits
- Travel and professional development allowance
- No state income tax

Application Procedure:

Please submit cover letter, resume, and three references, plus a copy of your transcript (can be unofficial) and GRE scores, to:

Nick Heiar
Intramural Sports Director
nheiar@rec.tamu.edu

Closing Date:

Applications will be reviewed until position is filled. For best consideration, application materials should be received by close of business on Monday, January 14, 2019. *Priority will be given to individuals who can confirm submission of their graduate school application materials.*

Start Date: August 1, 2018 (flexible, but August 1 is earliest possible start date).

For more information visit www.recsports.tamu.edu

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



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Texas A&M
Intramural Sports