Graduate Assistant – Intramural and Club Sports

The Graduate Assistant will assist the Assistant Director-Intramural and Club Sports in the daily management of the Intramural and Club Sports program. The Graduate Assistant will be required to work a minimum of 20 hours per week. Other tasks or responsibilities may be assigned as needed.

Qualifications

- A bachelor’s degree in Recreation, Kinesiology, Health Promotion or related field Acceptance and admittance into a Texas A&M University-Commerce graduate program as a full time graduate student.
- Previous experience in Campus Recreation with strong interpersonal and communications skills
- Maintain 3.0 GPA each semester in graduate level courses.
- Ability to organize, manage, and prioritize multiple projects within limited timelines

Preferred Qualifications

- Officiating experience at intramural, high school, recreational league level.
- American Red Cross CPR/AED/First Aid certified.

Specific Job Duties Include:

- Complete day-to-day operations of the intramural sports program, including scheduling games, collection of team payments, employee payroll, and data entry.
- Hire, train, schedule, supervise, and evaluate intramural employees including supervisors, officials, and scorekeepers.
- Coordinate a comprehensive training program for intramural employees in basketball, flag football, futsal, soccer, softball, and volleyball.
- Facilitate captain’s meetings at the beginning of each league sport season.
- Conduct and evaluate participant satisfaction surveys regarding intramural events.
- Provide input and assist with development of policies, procedures, and risk management for a growing club sports program.
- Assist with scheduling club sport practices and events.
- Serve as webmaster for IMLeagues online registration.
- Attend Campus Recreation professional staff meetings.

Professional Development:

- Attend scheduled Campus Recreation professional staff meetings and evaluations.
- Attend NIRSA state, regional and national workshops.
- Present at professional conferences and workshops.
- Communicate with other institutions to learn about and evaluate policies, procedures, challenges and successes.

Other:

In accordance with University/Department protocol and procedures, other duties as assigned.

Additional Salary Information: Tuition waiver for fall and spring semester, plus stipend.

For more information, please contact Kari Osborne, Assistant Director of Intramural & Club Sports, at Kari.Osborne@tamuc.edu or 903-468-3175.