



Graduate Assistant Job Description –Sport Clubs

General Description:

The Sport Clubs Graduate Assistant assists the Assistant Director in providing a quality program for our sport clubs participants. The Graduate Assistant works with Sport Clubs Supervisor payroll and scheduling, program supervision, budget preparation and management, budget presentations, special event programming, marketing and promotional efforts for the program, equipment management and inventory, and risk management policy development.

Job Duties:

- **Personnel Management:**
 - Hire, train, schedule and evaluate 7-10 supervisors.
 - Oversee staffing for club practices in evenings and on-campus competitions on weekends.
 - Create and maintain updated Sport Club Supervisor Training Manual and Sport Clubs Handbook.
 - Coordinate and supervise the leadership development of student officers through orientations, workshops, educational lectures, mentoring and one on one discussion.
 - Serve as the liaison between Sport Clubs and the Assistant Director concerning travel, facility reservations, activity reports and budgetary issues including management regular officer meetings
- **Risk Management:**
 - Stay abreast of new policies, procedures, and educational resources for clubs and staff.
 - Develop and revise risk management policies for the program including facilities, travel and fundraising guidelines.
- **Accounting/Statistics:**
 - Manage staff scheduling and payroll.
 - Oversee the budgeting process for sport clubs and the program in coordination with the Assistant Director.
 - Oversee the tracking of statistical information including club injuries, visitors to campus, travel, practices, and student development opportunities.
- **Promotion:**
 - Actively represent and promote Sport Clubs and leadership in the division and on campus.
 - Collaborate with Marketing to produce social media posts, flyers, banners and posters advertising each club, home contests, practices, and special events.
 - Promote the Department of Campus Recreation throughout campus.
- **Evaluation:**
 - Evaluate development of club officers and recognize success of individual sport clubs and advisors.
 - Track and evaluate statistical data on sport club participation, demographics, travel, financial expenditures and survey information.
- **Professional Development:**
 - Serve as a member of the Sport Club Alliance (Advisory Board) to assist in the development of policies and procedures governing sport clubs and budget allocations.
 - Serve on departmental and divisional teams to represent Campus Recreation

Qualifications:

- Bachelor's Degree in Physical Education, Recreation Administration or related field OR prior sport club experience, background and/or knowledge
- Valid driver's license
- Certifications (or ability to obtain within 3 months of hire) in American Red Cross First Aid, CPR/AED
- Acceptance into the Graduate College at Texas State University
- Pursue Texas State degree in Recreation & Leisure Services, Exercise Science, Counseling – Student Affairs, Interdisciplinary Studies, or other related degrees
- Word Processing and spreadsheet computer skills

Preferred Qualifications:

- Current American Red Cross CPR/First Aid/AED Instructor Certification
- Knowledge of Microsoft Office Products (Word, Excel, Teams, PowerPoint etc.)
- Knowledge working with Fusion software
- Knowledge of student learning and student development theories

Terms of Employment:

- Must be registered for 9 graduate credit hours per semester and must maintain a 3.0 GPA each semester in graduate level courses.
- Average of 20 hours worked per week (unless otherwise approved by department director)
- Start date: July 1 (negotiable)
- 12-month appointment with opportunity to renew for a second year. Appointment ending in May of second year (unless discussed with supervisor)
- Available to work occasional evenings or weekends
- No paid vacation, sick leave, or university-observed holidays

Benefits:

- Out of State and International students qualify for in-state tuition
- Insurance options provided by the student insurance plans

Salary:

- Stipend paid monthly
- Average of \$1317/monthly (first year of employment)
- Average of \$1377/monthly (second year of employment)

Selection Procedure:

This assistantship is open until filled. Please send a resume, cover letter, and three (3) professional references to:

Mario Rios

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512.245.2940