



Graduate Assistant Job Description – Intramural Sports

General Description:

The Graduate Assistant for Intramural Sports will be responsible for the management, supervision, scheduling, marketing, promotion, and operations of Intramural Sports program. The Graduate Assistant reports to the Assistant Director of Intramural Sports.

Job Duties:

- **Scheduling / Staffing / Programming:**
 - Recruit, hire, train, schedule, supervise, and evaluate Intramural Sports Supervisors (15), Intramural Sports Officials (75+), and Office Assistants (5).
 - Plan and conduct weekly staff meetings and oversee bi-weekly sport official's meetings.
 - Assist in policy review, rule revisions, and development of training manuals.
 - Schedule and manage team leagues and tournaments.
- **Training:**
 - Conduct training for current and potential Intramural Sports Supervisors & Intramural Sports officials for all sport leagues and tournaments.
 - Conduct training for point of sale and Intramural Sports operational office training for Intramural Sports Office Assistants.
 - Coordinate in-service training for Intramural Sports Supervisors.
- **Fiscal Management:**
 - Oversee cash handling procedures, sales, and deposits.
 - Responsible for entry fees for all sport leagues and tournaments.
 - Monitor student wage payroll.
- **Risk Management:**
 - Evaluate, implement, and review risk management policies/procedures for the Intramural Sports program.
 - Coordinate risk management trainings and emergency drills.
 - Member of Risk Management committee for Campus Recreation.
- **Statistics & Evaluation:**
 - Assist with compiling semester and yearly final reports for team leagues and tournaments.
 - Administer verbal and written evaluations of Intramural Sports Supervisors, Officials, and Office Assistants.
- **Professional Development:**
 - Attend scheduled Campus Recreation professional staff meetings and Campus Recreation Advisory Board Meetings.
 - Present at regional and national professional conferences and workshops.
 - Travel to other institutions to learn about and evaluate policies, procedures, challenges, and successes.

Qualifications:

- Bachelor's Degree in Recreation Administration, Exercise Science, or related field.

- Pursue Texas State degree in Recreation & Leisure Services, Exercise Science, Student Affairs Higher Education, or Interdisciplinary Studies.
- Acceptance into the Graduate College at Texas State University
- Valid Driver's License.
- Maintain current American Red Cross CPR/First Aid/AED Certifications (ability to obtain within 3 months of hire)

Preferred Qualifications:

- Prior officiating and sports background and/or knowledge.
- Prior knowledge and experience operating a scheduling software for sport leagues and tournaments.
- Ability to excel in dynamic and challenging atmosphere.
- Evidence of effective written and interpersonal communication skills.
- Ability to work with diverse populations, faculty, staff, and students.

Terms of Employment:

- Must be registered for 9 graduate credit hours per semester.
- Maintain 3.0 GPA each semester in graduate level courses.
- Average of 20 hours worked per week (unless otherwise approved by the department director).
- Start date: July 1 (negotiable).
- 12-month appointment with opportunity to renew for second year. Appointment ending in May of second year (unless discussed with supervisor).
- Available to work occasional evenings and 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:

Trevon Walker

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512.245.2940