



**Intramural & Extramural Sports Graduate Assistant
Student Engagement & Enrollment Services
Recreation & Wellness**

Job Summary: The Recreation & Wellness Intramural & Extramural Sports Graduate Assistant assists the Assistant Director of Intramural and Extramural Sports with administrative responsibility for the Intramural & Extramural programs.

Office Website: <https://www.odu.edu/recwell>

Contact: recwell@odu.edu

Duties & Responsibilities:

- Recruit, train, supervise, and evaluate student Intramural managers and officials.
- Produce league schedules, tournament brackets, singles/dual events and meet sport schedules.
- Conduct clinics and workshops on rules, playing techniques, officiating procedures, and intramural sports policies.
- Maintain accurate statistical records related to participation, budget, and equipment inventory.
- Participate in disciplinary hearings for student employees and participants.
- Assist with Recreation & Wellness special events and other duties as assigned.

Required Skills/Abilities:

- Bachelor's Degree
- Work experience within a comprehensive collegiate intramural sports program
- Work experience in supervision of intramural sports personnel
- Ability to organize and administer training clinics and evaluation systems related to officiating team sports
- National/regional/NIRSA officials' certification (*Preferred but not required)
- CPR, First Aid, and AED certification
- Possess good written and verbal skills
- Computer proficient with Word, Excel, and Publisher

Knowledge and Skills Derived from Experience

- Provide Excellent Customer Service.
- Coordinating a comprehensive intramural program.
- Training intramural officials and managers.
- Evaluating programs and employees.
- Budget management and inventory control systems.
- Marketing and promotion of recreational programs.
- Experience working with a team of Recreation & Wellness professionals.

Compensation: A stipend of \$15,000 will be paid over the fall and spring semesters. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: 10 months

