

# **Sport Club Graduate Assistant**

## **Student Engagement & Enrollment Services, Recreation & Wellness**

**Number of Positions:** 1

**Job Summary:** The Sport Club Graduate Assistant (GA) has a key role in the management of the sport club program to include management of student staff, game and practice scheduling, player eligibility and leadership development of club officers.

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

### **Duties & Responsibilities:**

- Assist Sport Club Officers with the overall administration of their respective clubs
- Develop rules, policies, and procedures for the sport club program
- Assist with budget allocation, risk management, and equipment inventory
- Supervise student Sport Club Managers
- Assist with the advisement of the Sport Club Executive Board
- Assist in presenting leadership development programs for club officers
- Participate in disciplinary hearings
- Assist with Recreation & Wellness special events and other duties as assigned

### **Required Skills/Abilities:**

- Bachelor's Degree
- Work experience at the collegiate level with a comprehensive sport club program, intramural program, or related field
- Experience in the organization and administration of a sport club and/or sport club executive board
- Work experience in supervision of sport club or intramural sports personnel
- Ability to organize and administer leadership development training programs, new officer transition programs, monthly club officer meetings, and weekly staff meetings
- American Red Cross CPR, First Aid, and AED certifications or ability to obtain certifications within 1 month of employment
- Possess good written and verbal skills
- Computer proficient with Word, Excel, and Publisher

### **For More Information, Please Contact:**

Dr. Jean Holt, Assistant Director for Sport Clubs & Summer Camps, 1207 Student Recreation Center, 757-683-3384, [jholt@odu.edu](mailto:jholt@odu.edu)

**Position Reports to:** Jean Holt

### **Knowledge and Skills Derived from Experience**

- Provide excellent customer service
- Experience coordinating a comprehensive sport club program
- Experience with game and practice scheduling
- Experience developing skills of student leaders
- Experience evaluating programs and employees
- Experience in budget management and inventory control systems
- Experience working with a team of Recreational Sports professionals

**Compensation:** A stipend of \$10,000 will be paid over the fall and spring semesters. There is a 61% tuition and fees waiver for eligible out-of-state students. A full tuition waiver will be offered for Ph.D. students.

**Length of Assistantship:** 10 months

**How to Apply:** If you are able - [Complete this online application!](#) If you cannot click hyperlink, then please visit the following website to complete an online application: <https://form.jotform.com/203424681891156>

