



**Sport Club Graduate Assistant
Student Engagement & Enrollment Services
Recreation & Wellness**

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>

Contact: recwell@odu.edu

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

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 \$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

