



**Intramural & Club Sports
Graduate Assistant
Emory Athletics and Recreation**

Emory University's Department of Recreation and Wellness is offering a graduate assistantship in collegiate recreation programming.

Function

The Graduate Assistant for Intramural & Club Sports, under the direction of the Coordinator for Intramural & Club Sports, has the responsibility of the coordination and implementation of a comprehensive Intramural & Club Sports program during the academic year. Some night and weekend coverage will be necessary for special events and programs.

These graduate assistant positions are two-year opportunities averaging 20 hours per week, including a tuition waiver to Georgia State University and a \$10,000 annual stipend. There are opportunities for professional development and additional hourly wages.

Responsibilities

Student support – 50%

- Recruit, hire, train, supervise, evaluate & develop 50+ students annually.
- Organize and conduct meetings and training sessions for officials, supervisors, and intramural participants.
- Assist in leading club sports leadership development and officer trainings.
- Develop, organize, and implement schedules for intramural sports shifts utilizing WhenToWork scheduling system.
- Assist with student payroll and budget projections and reconciliation.

Programming – 30%

- Assist in the planning, scheduling, and administration of intramural games, tournaments, and special events.
- Manage space reservations with athletic and facility operations teams for practices, tournaments, and games in indoor and outdoor facilities.
- Collaborate in marketing and advertising strategies for all intramural and club sports.
- Compile and maintain intramural records including end-of-year reports, participation records, operations manual, rule updates, etc. and evaluate program effectiveness.

- Participate and benchmark against peer institutions and governing associations to maintain knowledge of campus recreation, intramural, and club sports trends in higher education.

Administrative – 20%

- Maintain inventory of intramural and club sports equipment and assist with budget projections and purchasing.
- Serve in an on-call function to support risk management procedures in recreation facilities, programs, and special events.
- Review and process day-to-day reports and forms within intramurals and club sports to help maintain university organization compliance.
- Assist the Coordinator and Assistant Director in policy, handbook, and rule development and review.

Authority

The Intramural and Club Sports Graduate Assistant has the authority to oversee the programmatic operations of the intramural and club sports programs. This position supervises student employees and assists with the training and development of participants and student employees.

Accountability

The Intramural and Club Sports Graduate Assistant shall under no circumstances authorize expenditures in excess of budgets or supersede University policies without prior approval. Requires contact with department and University faculty, staff, students, parents, vendors, and the general public.

Qualifications

- Must possess a bachelor's degree.
- Acceptance into the Sports Administration master's program at Georgia State University. Resume, letters of recommendation, goal statement, and 2.75 GPA required. For full admissions requirements for this program please visit the [Georgia State Admissions website](#).
- Ability to work independently and as a part of a professional team that collaborates effectively with colleagues.
- Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.

- Certification for Adult CPR/AED/First Aid or ability to obtain within the first month.
- Valid driver's license is needed, as some departmental vehicle use may occur.
- Experience that could contribute to the success of the candidate: Intramural club or club sports management, WhentoWork, IMLeagues, and/or Fusion.

For questions about the position, please contact Samantha O'Brien at sgobrie@emory.edu.