



Job Title: Club Sport Graduate Student Coordinator

Department: Office of Club Sports

Reports to: Assistant Director for Club Sports

The Graduate Student Coordinator for Club Sports Events will be responsible for organizing, managing, and overseeing various Club Sports events on campus. This role involves oversight of alcohol sales, supervising event staff, and ensuring that all events run smoothly and safely. The ideal candidate will have strong organizational and leadership skills, a passion for sports, and the ability to work well in a dynamic, fast-paced environment.

Event Planning and Coordination:

- Plan and organize a wide range of Club Sports events, including but not limited to, Men's/Women's Club Soccer; Men's/Women's Rugby; Men's/Women's Lacrosse and more.
- Coordinate event logistics, including venue setup, staffing, ticketing and transportation.
- Collaborate with campus departments, student organizations, and external vendors to ensure seamless event execution.
- Coordinate/operate livestream and video for Men's rugby events

Staff Supervision:

- Train and supervise event staff, including ticketing, scorekeepers, and support staff.
- Develop staff schedules and assign responsibilities to ensure adequate coverage for all events.
- Provide guidance and support to staff during events, addressing any issues or concerns that arise.

Safety and Compliance:

- Ensure all Club Sports events comply with college policies and safety regulations.
- Conduct risk assessments and implement measures to minimize potential hazards.
- Coordinate with campus security and emergency services as needed.

Participant Engagement:

- Foster a positive and inclusive environment for all event participants.
- Address participant inquiries and feedback in a timely and professional manner.

Qualifications:

- Currently enrolled in a graduate program.
- Strong organizational and time management skills.
- Excellent interpersonal and communication abilities.
- Leadership experience, preferably in event planning or sports management.
- Ability to work flexible hours, including evenings and weekends, as required by event schedules.
- Proficiency in Microsoft Office Suite and social media platforms.
- CPR and First Aid certification (preferred).

Benefits:

- Hands-on experience in event management and sports administration.
- Opportunity to develop leadership and supervisory skills.
- Networking opportunities with campus departments and external organizations.
- Flexible working hours to accommodate academic commitments.

[Learn More about Club Sports](#)

The Saint Mary's Club Sports program provides students with a unique opportunity to build, develop, and enhance their leadership, organizational, and management skills in a fun, safe, and supportive learning environment. Participants in Club Sports at Saint Mary's College involve themselves in competition, community, and building connections that enhance the Club Sports student-athlete experience at Saint Mary's College through the Department of Campus Recreation and the Saint Mary's College community.

Send in Your Resume:

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