



Facilities Graduate Assistant

Date Range: August 2024 – May 2025

The Facilities Graduate Assistant will be responsible for managing the day-to-day event operations for the Student Recreation and Activities Center (SRAC) and Student Recreation and Wellness Center (RWC). This will include facility reservations, ordering supplies, payroll, and management of student staff. The Facilities Graduate Assistant is expected to assist with special events held within the SRAC and RWC. This position requires a flexible schedule including non-traditional work hours and other duties as assigned.

Responsibilities

- Reports to and works collaboratively with the Assistant Director of Facilities & Events
- Assist in providing leadership in the areas of program/services, registrations, facility reservations, customer service and event management
- Aids in hiring, managing, training, supervising, and evaluating approximately 100 student facility operations staff
- Responsible for the set-up and execution of all meetings and special events that take place in the SRAC and RWC
- Responsible for reviewing, processing, scheduling and confirming facility reservations annually and placing confirmed events in the university's facility scheduling system, Event Management System (EMS)
- Assists in the creation and monitoring of the Sports & Recreation Facility Operations budget in the areas of student wages, operational supplies, revenue, etc.
- Produces and reviews appropriate reports and forms including but not limited to Shift Reports, Facility Work Orders, Accident Reports, Misconduct Reports, and Incident Reports
- Debrief and document large scale events with user groups for the SRAC and RWC

Required Qualifications

A bachelor's degree in Recreation, Sports Management, Physical Education, or other related field; strong communication and customer service skills; ability to collaboratively work with students, faculty, staff, and the community. Collegiate recreation facility management experience.

Preferred Qualifications

Two years' collegiate recreation facility management experience; CPR/First Aid and/or CPR for the Professional Rescuer Instructor certification(s); experience utilizing Fusion and/or other recreation management software, ability to work with a diverse group; career aspirations in recreational sports; motivated, enthusiastic, and attentive to detail.

Stipend and Waiver

Candidates must be a full-time student in a two-year graduate program. This program carries a full tuition waiver (in-state or out-of-state), as well as a \$12,000 annual stipend. This appointment will begin August of 2024 and conclude in May of 2025. The position is expected to work 20 hours per week. Student fees, school application fees, and other expenses will be the responsibility of the individual filling this position.