



Facility Operations Graduate Assistantship

Start Date: July 30th, 2018 (9.5 Month Appointment)

The Facility Operations Graduate Assistant will assist the Coordinator of Facilities in managing the day to day operations of University Recreation within the Campus Center. This will include management of facility, administrative, and technician student staff, operating supplies, repairs and replacement of equipment, payroll and CPR/AED/First Aid training. The Facility Operations Graduate Assistant is expected to assist with special events held within the Campus Center as well as mandatory University events. This position requires a flexible schedule including non-traditional work hours and other duties as assigned.

Responsibilities:

- Hire, manage, train, evaluate and discipline when necessary a staff of approximately 55 student employees including facility assistants, facility supervisors, technicians and administrative assistants
- Supervise staff responsible for the day to day management of the Campus Center and enforcement of all departmental and university policies and procedures
- In conjunction with the Coordinator of Facilities, oversee and manage the daily operations including the fitness floor, basketball courts, track, game room and meeting spaces. Also responsible for building safety and security, cleaning equipment, maintenance functions, equipment check-out, laundry, facility opening and closing procedures, cash handling, emergency response, and resolving customer service and access issues.
- Plan, implement, and evaluate informal recreation programming designed to increase community participation
- Assist in the creation and monitoring of two UREC budgets of approximately \$300,000 particularly in the areas of student wages and operating supplies such as: fitness equipment, cleaning supplies, staff apparel, facility upgrades, game room supplies, etc.
- Maintain up to date records of inventory and manage upkeep of all equipment and Campus Center supplies
- Facilitate regular staff meetings and in-services and risk management training to enhance the services and knowledge of the staff
- Obtain American Red Cross CPR/AED/First Aid instructor certification and certify staff
- Provide evening and weekend coverage as a building manager as needed
- Attend monthly professional development opportunities including Student Affairs and Enrollment Management divisional meetings, University Recreation staff meetings, and graduate assistant development workshops

Professional Development:

In addition to the above-stated work responsibilities, all Graduate Assistants in University Recreation at the University of West Georgia are expected to engage in regular professional development opportunities and organized collaborations as a cohort. These experiences are designed to prepare Graduate Assistants for success as professionals and broaden their understanding of University Recreation as a whole.

Required Qualifications:

A Bachelor's degree in Recreation, Sport Management, Education, Business Management or other related field; strong communication and customer service skills; ability to work collaboratively with students, faculty, staff, and the community. Current CPR/AED/First Aid certification is preferred.

Preferred Qualifications:

Collegiate recreation experience; motivated, enthusiastic, and attentive to detail; current CPR/First Aid/AED certification.

Benefits/Pay:

Assistantships are 9.5 (August-mid May) month appointments with a stipend of \$7,600 in addition to full tuition provided with the option to continue work from mid-May - July. Additional funds are allotted each year for professional development opportunities. Graduate Assistantships are a two-year commitment.

Application Material:

Interested applicants should submit (1) a cover letter stating your interest in the position and graduate program, (2) resume, (3) three professional references, and (4) GPA & GRE scores.

All applications must be submitted by January 14, 2018 via the University Recreation website at www.westga.edu/urec under "Employment." For questions regarding the Graduate Assistant of Facility Operations position, please contact Kris Kelleher, Coordinator of Facilities at kkellehe@westga.edu.