



Operations and Student Development Graduate Assistantship

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

The Operations and Student Development Graduate Assistant will assist the Assistant Director of Facilities and Events in the overall organization and administration of comprehensive leadership development and training. This position will work in collaboration with the department and graduate assistants and will serve as the direct supervisor for 13+ building managers responsible for the safety and security of the Campus Center. This position requires a flexible schedule including non-traditional work hours, ability to assist with campus wide and Campus Center events, and other duties as assigned.

Responsibilities:

- Promote, manage, train, evaluate, and discipline when necessary a building manager staff of approximately 13 students
- The building managers are responsible for the safety and security the Campus Center and all events and programs housed within
- In collaboration with the event and facility operations graduate assistants, assist in the hiring and training of operations employees totaling approximately 85 student staff
- Spearhead risk management training, drills and facilitation of the Campus Center Emergency Action Plan
- Obtain American Red Cross instructor certification and hold classes to certify and drill University Recreation employees
- Maintain knowledge of all Campus Center operations and program areas to provide support to building manager ambassadors
- Provide evening and weekend coverage as necessary as building manager, overseeing Campus Center operations
- Coordinate, develop and lead annual All Staff Training and WeRec employee incentive program with professional and student committee
- Coordinate and maintain records from University Recreation student employee recruitment sessions
- Lead and advise student steering committee charged with reviewing policies and procedures and assisting in execution of departmental events and initiatives
- Organize and host professional development opportunities for University Recreation student employees
- Collaborate with on campus departments to develop and implement new procedures and events to support campus community and student employment
- Engage in continuing education and professional development opportunities

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.

Required Qualifications:

A Bachelor's degree in Recreation, Sports Management, Education, Business Management, or other related field; admission into a UWG graduate program; excellent verbal and written communication and customer service; ability to work collaboratively with students, faculty, staff, and the community.

Preferred Qualifications:

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

Benefits/Pay:

Assistantships are 9.5 month appointments with full tuition waiver and monthly stipend with the option to continue work from mid-May - July. Additional funds are allotted each year for professional development opportunities. Assistantships are a two-year commitment.

Application Materials:

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.

Applications will be accepted until the position is filled. All applications must be submitted via the University Recreation website at www.westga.edu/urec under "Employment." For questions regarding the position, please contact Alyssa O'Keefe, Assistant Director of Facilities and Events at aokeefe@westga.edu.

