

University of West Georgia
University Recreation
Division of Student Affairs and Enrollment Management

Event Operations Graduate Assistantship

Start Date: August 3, 2020 (9.5 Month Appointment)

Event Operations Graduate Assistant:

The Event Operations Graduate Assistant will be responsible for managing the day to day event operations of University Recreation within the Campus Center. This will include facility reservations, operating supplies, payroll and management of student staff to include First Aid and CPR/AED training. The Event Operations Graduate Assistant is expected to assist with special events held within the Campus Center as well as mandatory University events such as move-in day, graduation, orientation, convocation, etc. This position requires a flexible schedule including non-traditional work hours and other duties as assigned.

Responsibilities:

- Hire, manage, train and evaluate an Event Management staff of approximately 20 student employees
- Coordinate with the event staff the successful execution of all meetings and special events
- Assist with the scheduling and confirming of 1,700+ facility reservations annually using Event Management Software (EMS)
- Coordinate walk-throughs with event organizers to determine event needs, scope, and event specifics
- Assist in the development and monitoring of the area budget of approximately \$90,000 particularly in the areas of student wages, operating supplies such as: A/V equipment repair and replacement, event management supplies, event revenues, etc.
- In conjunction with the Coordinator of Events, complete a monthly budget reconciliation for student wages and operational expenses and a monthly report highlighting updates, areas for improvement, personnel training and development and other statistical information
- Facilitate monthly staff meetings and quarterly in-services to enhance the services and knowledge of the staff
- Provide evening and weekend coverage as an event supervisor as needed and for VIP events
- Attend monthly divisional Enrollment Management and Student Affairs meetings
- 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 as a whole.

Required Qualifications:

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

Preferred Qualifications:

Two years' collegiate recreation program experience; motivated, enthusiastic, and attentive to detail; ability to work with a diverse group; career aspirations in recreational sports; CPR/First Aid Instructor certification; experience utilizing EMS and/or other recreation management software

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.

Preferred Graduate Programs: (please specify program of interest in cover letter)

College Student Affairs, Public Administration (Public Health), Sports Management

Application Material:

Applications will be accepted until the position is filled. Candidates are encouraged to apply as soon as possible to be scheduled for interviews. For questions regarding the position, please contact Christopher Ell, Coordinator of Events at cell@westga.edu

Interested applicants should apply online via <https://jobs.westga.edu/postings/18795> and submit (1) a cover letter stating your interest in the position and graduate program, (2) resume (3) three professional references.