

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

Facility Operations Graduate Assistantship

Start Date: August 3, 2020 (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 40 + facility 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, and evaluate when necessary a staff of approximately 40 student employees including facility assistants, facility supervisors, facility technicians
- 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, courts, welcome desk, admin desk, track, and game room.
- Assist with 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.
- Assist in the creation and monitoring of a UREC budgets of approximately \$200,000 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 (1%)
- Provide evening and weekend coverage as a facility supervisor and for graduate assistant late nights 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, 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 (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.

Note: Additional funds are allotted each year for the option of summer employment and professional development opportunities. Graduate Assistantships are a two-year commitment.

Preferred Graduate Programs:

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 Manica Pierrette, Assistant Director of Facilities and Events at mpierret@westga.edu.

Interested applicants should apply online via <https://jobs.westga.edu/postings/18536> and should include with their application a cover letter stating your interest in the position and three professional references