Position Description

JOB TITLE: Facility Operations – Graduate Assistant
CLASSIFICATION/ COMPENSATION: Part-Time Stipend – see below
DEPARTMENT: Recreational Services
REPORTS TO: Kacy Toberg - Assistant Director - Operations
PREFERRED START DATE: Fall Semester 2016

About Georgia State University
Georgia State University is located in downtown Atlanta, with an enrollment of over 30,000 students. The mission of the Department of Recreational Services is to promote healthy lifestyles through exceptional recreational programs, services, and facilities. On campus, Recreational Services is housed in the 161,000 square foot, $30 million Student Recreation Center (SRC). Our two off-campus sites are also managed by the department; Panthersville Recreation Complex, an outdoor lighted multipurpose athletic field area and the Indian Creek Recreation Area which includes the Lodge, Challenge Course, Outpost, an outdoor pool, event lawn, and sand volleyball court.

About Georgia State University Graduate Assistantships:
The department of Recreational Services offers numerous Graduate Assistant opportunities. Our positions are designed to provide enhanced service to our patrons and programs while providing an excellent opportunity for the Graduate Student to enhance their academic knowledge and professional skills. The information below is for your review to assist in your decision on whether to apply for the position.

Tuition will be waived including out of state waiver. You are responsible for your student fees (~ $1300 as of Fall 2015) and books. Current graduate assistants are granted a 10% book discount at the GSU bookstore. You will receive a $4,500 stipend Fall and Spring semesters and up to $3,000 for Summer (depending on your appointment/hours worked). These amounts are based on 20 hours of work per week during the academic semester. This appointment is on a semester-to-semester basis dependent upon job performance and funding. Scheduling will be determined by your supervisor and will vary each semester. Academic classes will be accommodated. Please note that you do not get your first check until the last working day of September. Plan accordingly. For more information on application requirements and deadlines visit www.gsu.edu.

Job Description:
The Graduate Assistant in Facility Operations, under the direction of Kacy Toberg, Assistant Director – Recreation, Operations, is responsible for overseeing the day to day operations of the 161,112 square foot, Student Recreation Center.

Primary Responsibilities:
- Assist with the recruitment, interviewing, hiring, training, supervision, discipline, scheduling and evaluation of approximately 30 – 35 undergraduate student employees.
- Plan and conduct monthly Facility Attendant staff meetings and bi-weekly Facility Supervisor Meetings.
- Coordinate the annual Facility Operations Staff Retreat at Indian Creek the weekend prior to Fall Semester classes.
- Recruit and supervise the Facility Attendant and Facility Supervisor Team leaders.
- Maintain student employee files and keep an updated spreadsheet of training and certifications completed.
- Inventory control and supervision of the Game Room, Equipment Issue Desk and drop in recreation areas.
- Locker Room Management, including renewals, rentals, reports and clean out periods.
- Develops and updates policies, procedures and manuals for the areas of direct responsibility.

Job Description: 1 of 2 Graduate Assistant Rec Services
• Planning and Supervision of special events such as (student employee lock in and Spotlight Programs)
• Provides customer service follow up as needed for locker rentals and equipment issue holds.
• Utilizes technology and software such as iPads, Microsoft Word, Excel, Outlook, PowerPoint, Prezi, Active Network, Kahoot, Wunderlist, Google Docs and Group Me.
• Assist with facility reservations, updating schedules and signage for special events.
• Ability to conduct research and implement new ideas in to our Facility Operation as needed.
• Keep up with latest trends in facility operations and student employee development and management in a campus environment via NIRSA and other platforms.
• Support the philosophy of the Department of Recreational Services.
• Possess leadership and supervisory abilities.
• Ability to work independently and as a part of a professional team that collaborates effectively with colleagues.
• Ability to finish tasks in a timely manner and meet deadlines.

Secondary Responsibilities:
• Attend all staff meetings and trainings hosted by the Department of Recreational Services.
• Evening/Weekend work responsibility as required.
• Attend University meetings and trainings as assigned.
• Experience in use the use of technology and with the training and supervision of student staff in a campus recreation environment is preferred.

Minimum Requirements and Employment Terms:
• Bachelor’s degree in Recreation, Physical Education, Business, Communications, Sports Administration or closely related field.
• Acceptance into the Masters Program at Georgia State University, pursuing a degree. Must be accepted by Georgia State University to receive a position offer.
• Must maintain a 9-hour class load for fall and spring semesters; 6-hour class load during the summer semester.
• Work approximately 20 hours per week. Scheduling will be determined by your supervisor. Schedule will vary each semester. Academic classes will be accommodated.
• The appointment will be for the 2016 – 2017 academic year (Fall, Spring, Summer). The appointment is on a semester-to-semester basis dependent upon job performance and funding.
• Assume responsibility for the mandatory health insurance requirement and all student fees.
  www.studentinsurance.com and select Georgia State University / Pearce and Pearce