**Position Description**

**JOB TITLE:** Transportation GA  
**DATE REVISED:** 12/9/2015

**CLASSIFICATION/COMPENSATION:** Part-Time/ Stipend – see below  
**DEPARTMENT:** Recreational Services

**REPORTS TO:** Coordinator, Sport Clubs  
**PREFERRED START DATE:** Fall, 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.

recreation.gsu.edu

### 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 for the College of Education, please visit http://education.gsu.edu/oaa/App_Deadlines.htm.

### Job Description:

The Graduate Assistant of Transportation under the direction of Sport Clubs Coordinator, has the responsibility of assisting with the overall administration of the department’s vehicle fleet.

### Primary Responsibilities:

- Assist with the overall management of nine 10-passenger vans, one pick-up truck, and ten trailers
- Assist with the Driver certification program
  - Schedule one hour meetings with potential newly certified drivers upon their completion of the "Coaching the Van Driver" Course
  - The meetings will consist of reviewing department specific policies and taking the driver on a drive familiarity test.
  - Coordinate each new driver’s fuel pin number with the Department of Purchasing
  - Provide additional training for driving trailers per the request of the driver
- Assist with Vehicle Reservations
  - Maintain calendars containing vehicle requests
  - Inform requested groups a week leading up to the trip on their reservation status
  - Coordinate with the Outdoor Recreation Program on specific vehicle needs for their upcoming trips
Job Description:

- Coordinate key packet pick-ups and drop-offs
- **Vehicle Maintenance**
  - Assist with the coordination of pick-ups and drop-offs of vehicles/trailers to repair shops for maintenance and body work
  - Routinely check vehicles for cleanliness and cited problems upon returned trips
  - Fulfill special requests (removing seats, installing bike racks, and/or moving vehicles to designated areas, etc.)
- **Fleet Record Keeping**
  - Maintain the constant tracking of mileage, gas receipts, and maintenance costs per vehicle
  - Perform semester and annual reports of vehicle costs and trip numbers
  - Run licenses’ checks for each active driver per semester
  - Verify monthly fuel log statements
  - Maintain updated information for toll pass accounts
- Deliver excellent customer service
- Support the philosophy of the Department of Recreational Services

**Secondary Responsibilities:**

- Assist with other tasks and department events as requested upon
- Attend all staff meetings and trainings hosted by the Department of Recreational Services.
- Evening/Weekend work responsibility as required.

**Minimum Requirements and Employment Terms:**

- Bachelor’s degree in Exercise Science, Sports Administration, Higher Education or closely related field.
- Acceptance into a Master’s Program at Georgia State University. **Must be accepted by GSU 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.
- Ability to work independently and as a part of a professional team that collaborates effectively with colleagues.
- Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.
- Proficiency with Microsoft Office.
- 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](http://www.studentinsurance.com) and select Georgia State University / Pearce and Pearce