

# Position Description

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<b>JOB TITLE:</b>	Graduate Assistant – Facility Operations & Reservations	<b>APPOINTMENT:</b>	Up to 20 hr week w/ waiver & stipend
<b>REPORTS TO:</b>	Assistant Director - Operations	<b>PREFERRED START:</b>	Fall Semester

## About Georgia State University

Georgia State University is in Atlanta, with an enrollment of over 50,000 students. The mission of the department of Recreational Services is to promote healthy lifestyles through exceptional recreational programs, services, and facilities. At the Atlanta campus, Recreational Services is housed in the 161,000 ft<sup>2</sup>, \$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. The department also offers recreation opportunities at our five Perimeter campus locations.

## 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. This position is specific to supporting programs or services offered at the Atlanta campus. 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 (<https://sfs.gsu.edu/resources/tuition/tuition-breakdown/>) and books. Current graduate assistants are granted a 10% book discount at the GSU bookstore. You will receive up to 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 an average of 20 hours of work per week during the academic semester but could be less based on funding and needs. 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.

## Job Description:

The Graduate Assistant in Facility Operations/Reservations, under the direction of Kacy Toberg, Assistant Director – Recreation, Operations, is responsible for overseeing the day to day operations of the SRC.

## Primary Responsibilities:

- Assist with the recruitment, interviewing, hiring, training, supervision, discipline, scheduling and evaluation of approximately 12 undergraduate student employees who work as Facility Supervisors.
- Plan and conduct bi-weekly Facility Supervisor Meetings.
- Coordinate the annual Facility Supervisor Leadership Retreat and Team Building Events held during the Maintenance Week Closure.
- Recruit and supervise the Facility Supervisor Team leaders.
- Maintain student employee files and keep an updated spreadsheet of training and certifications completed.
- Inventory control of the first aid supplies throughout the facility.
- Supervision of the Student Recreation Center and drop in recreation areas.
- Develops and updates policies, procedures and manuals for the areas of direct responsibility.
- Planning and Supervision of special events such as (student employee lock in and Spotlight Programs)
- Provides customer service follow up as needed for building issues.
- Utilizes technology and software such as iPads, Microsoft Word, Excel, Outlook, PowerPoint, Prezi, Active Network, Kahoot, Wunderlist, Google Docs, EMS and Group Me.
- Assist with facility reservations, updating schedules, reports 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 Master's Program at Georgia State University, pursuing a degree. Must be accepted to receive a position offer.
- To receive a full tuition waiver, must maintain a 12-hour class load for fall and spring semesters; 9-hour class load during the summer semester.
- Certification for Adult CPR/AED/First Aid or can obtain within first month
- The appointment will be for the academic year (Fall, Spring, Summer). The appointment is on a semester-to-semester basis dependent upon job performance and funding. If funding allows and job performance is satisfactory a two-year commitment is expected.
- Assume responsibility for the mandatory health insurance requirement (<http://www.studentinsurance.com>)