

Position Description

JOB TITLE:	Graduate Assistant – Operations & Technology	APPOINTMENT:	Up to 20 hr week w/ waiver & stipend
REPORTS TO:	Operations and Technology Coordinator	PREFERRED START:	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 ft², \$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 for Operations and Technology, under the direction of the Operations and Technology Coordinator, is responsible for overseeing the day-to-day operations of the Equipment Issue Desk and Game Room. In addition, this position will assist in the management of departmental technology (hardware and software), including specific area programs relating to equipment checkout, locker rental, instructional clinic registrations, fitness center services, climbing wall participant data, and cash registers.

Primary Responsibilities:

- Assist with the recruitment, interviewing, hiring, training, supervision, discipline, scheduling and evaluation of approximately 20 – 25 undergraduate student employees
- Plan and conduct monthly Facility Attendant staff meetings
- Recruit and supervise the Facility Attendant Team leaders
- Inventory control and supervision of the Game Room and Equipment Issue Desk
- Locker Room Management, including renewals, rentals, reports and clean out periods
- Maintain student employee files and keep an updated spreadsheet of training and certifications completed
- Provide basic PC and software support for the department
- Troubleshoot and maintenance of other systems (video/security surveillance, key watcher, audio systems)
- Administration of in-house servers
- Maintenance of printers and faxes
- Coordination with the University's IIT (Instructional Innovation & Technology) personnel and technology-related policies
- Deliver excellent customer service
- Support the philosophy of the Department of Recreational Services

Secondary Responsibilities:

- Keep up with the latest trends in facility operations and student employee development and management in a campus environment via NIRSA and other platforms
- Ability to conduct research and implement new ideas to improve specific areas and department as a whole
- Attend all Graduate Assistant staff meetings and trainings hosted by the Department of Recreational Services

Minimum Requirements

- Acceptance into the Master's Program at Georgia State University, pursuing an applicable degree. *Must be accepted by GSU to receive a position offer.*
- Basic MS Windows administrative skills
- Proficiency with Microsoft Office
- Strong work ethic
- Great communication skills
- Passion/Patience for learning and teaching applications and techniques
- Flexibility within schedule to accommodate early mornings/evening/weekend work and as required
- Experience troubleshooting IT systems is recommended
- 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.

Employment Terms:

- 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.
- 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.
- Assume responsibility for the mandatory health insurance requirement (<http://www.studentinsurance.com>) and all student fees.