

Position Description

JOB TITLE:	Graduate Assistant – Recreation (Clarkston, Campus)	APPOINTMENT:	Up to 20 hr week w/ waiver & stipend
REPORTS TO:	Coordinator, Recreation	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 (<http://sfs.gsu.edu/tuition-fees/what-it-costs/tuition-and-fees/>) 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/oa/APP_Deadlines.htm.

Job Description:

Graduate Assistant for Georgia State University – Perimeter College will provide support to all areas of Recreation. GA responsibilities include programming, services and facility operations at the Clarkston Campus.

Primary Responsibilities:

- Duties and responsibilities will provide an expansive recreation learning experience.
- Responsibilities could include:
- Facility supervision during drop in recreation by enforcement of department policies and procedures.
- Daily facility and equipment maintenance organizing, cleaning and maintaining a high level of facility cleanliness and event/equipment organization.
- Mentoring and assisting with staff supervision, interviews, hiring and training.
- Assist with current intramural programming with the opportunity to expand and develop other types of intramural programs that meet needs of students.
- Assist with current group exercise classes with the opportunity for program development and creation of new group exercise classes to meet the fitness needs of students.
- Assist with a variety of special programming focused on wellness, fitness and gaming.

- Assist with marketing and promotion with the goal of increasing student participation and improving the quality of the drop in recreation experience.

Minimum Requirements and Employment Terms

- Bachelor's degree in Exercise Science, Sports Administration, Higher Education or closely related field.
- Acceptance into the master's program at Georgia State University, pursuing a degree in a related field. Must be accepted by to receive a position offer.
- Must maintain a 12-hour class load for fall and spring semesters; 9-hour class load during the summer semester.
- Must have some previous experience and the desire to gain work related experience in one or more of the following areas: Facility Management, Fitness, Fitness Testing/Personal Training, Intramurals & Sport Clubs, Aquatics and Special Events
- Work on average 20 hours per week with a few weekends required. Scheduling will be determined by the supervisor to meet needs of the program.
- Work nights/weekends as needed
- 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.
- Certification for Adult CPR/AED/First Aid or can obtain within first month
- Valid driver license needed, as some departmental vehicle use may occur
- The appointment will be for the academic year (Fall, Spring, Summer) - intended as a 2-year position. 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>)