Graduate Assistant,  
Facilities (Recreation Center)

The Graduate Assistant’s primary responsibility is to assist in the overall administration of the Recreation Center. They will serve to supervise student facility staff, create an environment to engage both personal and professional development, and maintain all facility processes put in place.

The Graduate Assistant is expected to be student-centered, administratively sound, task-oriented, relationship-oriented, have the ability to problem solve, must have the ability to work autonomously as well as with a team and be proficient with computers. Strong customer service skills, robust computer skills, exceptional research skills and the ability to work successfully with a variety of campus stakeholders are also highly desired skills.

Key duties of the Graduate Assistant include:

- Oversee the daily operations of the Recreation Center (RC).
- Assist with supervising and evaluating facility staff in the RC.
- Help the Director of Student Center and Recreation Programs with hiring of all new CRW student staff.
- Coordinate customer service functions including program registration, locker rentals, facility access issues, membership sales, equipment checkout, and related tasks.
- Administer the use of the Fusion management system software with supervision from the Director.
- Help develop and implement the departmental risk management plan.
- Manage facility and equipment purchases for the RC coordinated through the Director.
- Assist with scheduling and coverage of facility staff shifts and follow up on issues addressed within daily reports and forms.
- Work with Director to keep track of work orders. This includes weekly walk-throughs of the facility to check for any issues or broken equipment.
- Update and maintain the facility events schedule.
- Track and maintain facility reports and statistics.
- Assist the Director with agendas and materials for various staff meetings.
- Maintain regular office hours and occasional night and weekend hours to assist with facility coverage and events.
- Serve on University and Student Affairs Division committees that are responsible for shaping policies and programs that address the needs of students and in particular student employees.
- Maintain general safety and security, monitor access, and maintain appearance and overall environment of the RC.
- Meet with the Director at least once per week to discuss weekly job tasks.
- Serve as liaison with other campus departments, external vendors and the community.
- Coordinate and/or assist with special events and activities as necessary.
- Perform other duties as assigned by the Director as well as the Executive Director of Student Development.
Preferred Graduate Academic Programs

- M.S. – Human Services Administration
- M.P.A. – Public Administration
- D.P.A. – Public Administration
- M.S. – Criminal Justice
- M.S. – Health Systems Management
- M.B.A. – Human Resource Management Specialization
- M.S. – Applied Psychology
- Professional Counseling Studies (post master’s)

Assistantship Package

- Stipend - $5000 for 9-month appointment
- Optional – contract work for up to 3 months
- Tuition paid - minimum of six graduate hours paid for fall and spring semesters.

***Note – The Graduate Assistant appointment will be for 9 months. Start dates are negotiable based upon the availability of the student.