Graduate Assistant, Facility Operations

Job Description:
The Facility Operation Graduate Assistant (GA) will report directly to the Assistant Director of Facility Operations. The Facility Operations GA will be responsible for leadership and supervision in the areas of building operations, special events/rentals, and student staff development. The ideal candidate will possess skills in customer service, organization and multi-tasking, and the maturity to supervise undergraduate student staff. In addition, experience in the areas of building operations and student staff development are strongly preferred. The GA will work closely with the Assistant Director of Facility Operations to ensure proper supervision of facilities and event coverage. Evening and weekend hours are to be expected and will be assigned as necessary.

Primary Duties and Responsibilities:
- Hire, train, schedule, supervise and evaluate staff in the following positions: Facility Attendants, Weight Room Attendants, Facility Supervisor, Facilities Night Manager(s)
- Assist in the development, implementation and enforcement of policies for both Campus Recreation student staff as well as patrons
- Provide special event support where necessary, including evenings and weekends
- Present at monthly staff meetings and in-service trainings
- Manage various inventories such as Check Desk inventory and First Aid inventory
- Track maintenance on various fitness equipment as well facility maintenance
- Manage sales and inventory of items sold at the service desks
- Create facility checklists, training documents, and electronic reports to be used by the facility operations staff
- Track departmental incident and accident reports and follow up with patrons where necessary
- Serve as a departmental representative for various university events, recruitment efforts and departmental events
- Manage various maintenance tasks for Campus Recreation outdoor facilities including Aggie Legacy Fields, 2 sand volleyball courts and 2 half-court basketball courts
- Track facility usage for Campus Recreation facilities and compile data to include in the department annual report
- Assist with management of the operations budget and tracking area spending
- Other duties as assigned

Application/Selection Process:
- 1+ years’ experience in Campus Recreation Facility Operations
- Bachelor’s Degree in Recreation, Physical Education, Sport Management or related field
- Enrollment in Utah State University Graduate Studies Program
- Must have a 3.0 GPA in the last 60 credit hours and at least in the 40th percentile on the GRE or MAT
- American Red Cross First Aid and CPR/AED certification
Preferred Work Experience and Requirements:

- Involvement in NIRSA at the state, regional or national level
- Experience with Connect 2, Fusion, and When to Work Software
- Student employee supervision experience

Application/Selection Process:
Applicants must submit a cover letter, resume, and three references to Craig Boegner - Assistant Director of Facility Operations: Craig.Boegner@usu.edu (435) 797-0844.

Graduate Assistantship: $10,000 assistantship, plus full tuition, and subsidized insurance is available. Student fees are to be paid by the student. Up to an additional $1,000 for professional development opportunities. This position is a 10-month appointment with summer work opportunities available. Employment dates: 08/06/18 – 05/31/19 and 08/05/19 – 05/29/20. Year two is contingent upon satisfactory job performance.

Common Graduate Programs for Campus Recreation GA’s:

**Department of Kinesiology and Health Science**
- Master of Education in Sport and Physical Education (MEd)
- Master of Health Promotion (MHP)
- Master of Fitness Promotion (MFP)

**Nutrition, Dietetics, and Food Sciences Department**
- Dietetics Administration (MDA)
- Emma Eccles Jones College of Education and Human Services
  - Instructional Leadership - Higher Education/Student Affairs (MEd)

**Environment and Society Department**
- Recreation Resource Management (MS)