JOB TITLE: Graduate Assistant (GA) Facility Operations  
DEPARTMENT: Utah State University Campus Recreation  
REPORTS TO: Coordinator of Facility Operations  

Job Summary  
The Facility Operations Graduate Assistant (GA) will report directly to the Coordinator 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, multi-tasking, and the maturity to supervise undergraduate student staff. The GA will work closely with the Assistant Director of Facility Operations and Coordinator 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. The GA will also assist in the facility supervision which includes Aggie Legacy Fields, HPER Building, Fieldhouse, North Rec Fields, and Aggie Recreation Center. Participating as an active team member to the USU Campus Recreation Center Staff will be the expectation of the Graduate Assistant.

Job Duties  
- Assist with hiring, training, scheduling, supervision, and evaluation of staff in the following positions: Facility Attendants, Weight Room Attendants, Facility Supervisors
- 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
- Utilize and maintain Connect 2 Concepts, Slack, When to Work, and Innosoft Fusion
- Oversee the equipment set up in the Aggie Recreation Center, Legacy Fields, HPER and Fieldhouse
- Present at monthly staff meetings and in-service trainings
- Attend staff meetings and serve on university committees when requested
- Manage various inventories such as Check Desk inventory and First Aid inventory
- 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
- Serve as a departmental representative for various university events, recruitment efforts and departmental events
- Track facility usage for Campus Recreation facilities and compile data to include in the department annual report
- Other duties as assigned

Required Qualifications  
- 1+ years’ experience in 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 (Some academic programs have waived the GRE or MAT requirement)
- American Red Cross First Aid and CPR/AED certification
Preferred Work Experience

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

Position Details

- The position reports to the Coordinator of Facility Operations
- Employees will be required to work some weekends and/or night shifts

Application/Selection Process

- Applicants must submit a cover letter, resume, and three references to Nicole Nelson – Coordinator of Facility Operations
  - Nicole.nelson@usu.edu | (435) 797-5361

Graduate Assistantship

- $10,000 assistantship, plus full tuition, and subsidized insurance is available. Student fees/tuition differential 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: 8/1/2022 – 5/26/2023 & 7/31/2023 – 5/24/2024

Common Graduate Programs for Campus Recreation GA’s

Department of Kinesiology and Health Science
- Master of Education in Sport and Physical Education
- Master of Health Promotion
- Master of Fitness Promotion (MFP)
- Master of Science in Health & Movement with specializations in: Exercise Science, Health Education, and Sports Medicine
- Master of Sport Management

Nutrition, Dietetics, and Food Sciences Department
- Dietetics Administration

Environment and Society Department
- Recreation Resource Management

John M. Huntsman School of Business
- Master of Business Administration
- Master of Human Resources
About Campus Recreation
The Department of Campus Recreation at Utah State University is housed in the Division of Student Affairs and is one of the most dynamic growing departments on campus. Campus Recreation provides wellness and healthy lifestyle-oriented programs, events, and services to Utah State University students and employees via five program areas: Aquatics, Fitness, Club Sports, Intramurals, Outdoor Recreation. Facility operations supplement the program area functions and provide seamless customer service to USU students, employees, and the community. Campus Recreation creates opportunities for students to enhance the college experience through play, wellness, and adventure. To learn more about Campus Recreation, visit our website at campusrec.usu.edu.