



Graduate Assistant Facilities & Special Events

Graduate Assistant – Facilities & Special Events

DESCRIPTION: The Graduate Assistant will be responsible for assisting with the daily operations of the Student Recreation Center at Valdosta State University. Under the supervision of the Senior Coordinator of Facilities & Risk Management, the Graduate Assistant serves as a leader and liaison to the Facility Supervisors, in-house special event staff and their associated Team Leaders. This position is responsible for facility policy enforcement, training and maintaining a facility supervisor and special event staff, and overseeing departmental special events. This position may also require the Graduate Assistant to provide administrative support to the Aquatics staff, including the Team Leader of Aquatics and staff lifeguards.

RESPONSIBILITIES:

- Oversee the enforcement of facility rules and regulations
- Manage and develop a team of facility supervisors
- Work with the Graduate Assistant of Risk Management to assess and refine building policies and procedures
- Hire, train, supervise and evaluate student assistants
- Assist in developing student-staff trainings & in-services
- Work cooperatively with other Campus Recreation staff members and assist with departmental special events
- Manage, organize, and provide logistical support for facility reservations
- Maintain an active presence in all Campus Recreation special events, such as Haunted Trail, Strongest Blazer, etc.
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's Degree required, preferably in Recreation and Leisure Service Management, Sport Management, or related field.
- Minimum of two years' experience in staff supervision; preferably experience with a Recreational Sports program or special event program.
- Excellent verbal and written communication skills, word processing, as well as strong interpersonal skills.
- Proficient with all Microsoft office applications; proficient using Windows computers.
- Strong foundation in customer service; demonstrable skillset in conflict management.
- Proven ability to recruit, develop, lead, supervise and motivate student personnel
- Positive attitude, proven ability to work successfully with diverse populations, and excellent customer service skills.
- Qualified candidates must be accepted by VSU Graduate School in desired field of study before the final offer can be made for the position. Applicant must also have taken or must be planning to take the GRE exam.

COMPENSATION: \$8,000.00 Stipend for 10 months, Full Tuition Waiver, and \$750.00 Travel

Campus Recreation

Division of Student Affairs

Address 1500 N. Patterson St. • Valdosta, GA 3169538

Phone 229.333.5898 • **Fax** 229.259.5088 • **Web** www.valdosta.edu/recreation/

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Graduate Assistant Facilities & Special Events

LAST DATE FOR CONSIDERATION: For optimal consideration, please submit your application items before Monday, February 18th, 2019. Position will remain open until filled.

PERSON INTERESTED IN THIS POSITION SHOULD: Forward a cover letter, resume and references to:
Jennifer Williams, Senior Coordinator of Facilities & Risk Management

VSU Campus Recreation

1500 North Patterson Street Valdosta, Georgia 31698

Email: jburton@valdosta.edu Phone: (229) 333-5898 Fax: (229) 259-5088

Do not apply through bluefishjobs.com

NOTES: The Position is a 1-year appointment (10 month) with an additional second year based upon performance. Full tuition waived (In and out-of-state, up to 15 credit hours for fall and 15 credit hours for spring, summer tuition waiver up to 9 credit hours). Salary based on 10 month period (Fall/Spring). Summer hourly employment is also available. Must pay student fee (approximately \$1,100). Travel budget of \$750 for professional development provided. Position is contingent upon the applicant's acceptance to the Valdosta State University Graduate School.

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