

SIUE GRADUATE ASSISTANTSHIP ANNOUNCEMENT

TITLE/RANK Graduate Assistant – Campus Recreation (Facilities & Informal Recreation)

JOB DESCRIPTION: Provide leadership, staff management assistance and direct operational support of facilities and supervision of activities housed within the exclusive recreational space of the Student Fitness Center and the shared recreation space in the Vadalabene Center and other auxiliary facilities (200,000 total sq. ft.). The Graduate Assistant will work with all facets of Campus Recreation facilities management to include staff scheduling, training, personnel and equipment management. This individual will be responsible for some opening and/or closing Building Manager shifts. Additional areas of responsibility will be focused around student staff development, risk management and evolving needs of the department. This position is also intentionally flexible toward the specific development and interests of the individual in this position.

TERM OF CONTRACT: August 13, 2012 – May 10, 2013, with the possibility for summer employment and contract renewal.

SALARY: \$1,065 per month – 1st year, \$1,131 per month – 2nd year, plus in/out of state tuition waiver. (employee is responsible for student fees)

QUALIFICATIONS: Assistantships are awarded on a competitive basis. This person should have had experience in facility management and personnel supervision. The person should demonstrate strong communication and interpersonal skills. The successful candidate will be expected to maintain First Aid and CPR/AED certification from an internationally recognized health and safety organization throughout the period of employment. A strong combination of specific academic and/or experiential training is recommended. The successful applicant must be admitted into a graduate program of study at SIUE before an offer can be made.

CLOSING DATE FOR APPLICATIONS: Applicants are encouraged to apply early. Review of applicants will begin immediately. Phone, online and/or in-person interviews may be conducted prior to the closing date. Application for this position will close when filled or by March 30, 2012.

SUBMIT LETTER OF APPLICATION, RESUME, AN UNOFFICIAL ACADEMIC TRANSCRIPT AND CURRENT REFERENCES TO:

Dave Hagedorn
Assistant Director, Facilities & Informal Recreation
Southern Illinois University Edwardsville
Campus Recreation, Box 1157
Edwardsville, IL 62026

SIUE is an AA/EEO employer. SIUE is a state university.

Southern Illinois University Edwardsville

**Student Affairs
Campus Recreation**

POSITION DESCRIPTION & JOB ANALYSIS

Title/Rank: Graduate Assistant (Facilities & Informal Recreation)

Purpose:

Provide leadership, staff management assistance and direct operational support to the Campus Recreation Department. The Graduate Assistant will work with all facets of Campus Recreation facilities management to include, personnel and equipment management. This individual will also rotate responsibility for direct facility oversight including opening and/or closing shifts. Additional areas of responsibility will be focused around student staff development, risk management and evolving needs of the department. This position is intentionally flexible toward the specific interests and development of the individual Graduate Assistant.

Organizational Relationship:

The Graduate Assistant (Facilities and Informal Recreation) reports to the Assistant Director of Campus Recreation, then to the Director of Campus Recreation, who reports to the Vice Chancellor of Student Affairs.

Duties and Responsibilities:

1. Assume the responsibilities of Facilities Supervisor when assigned and in the absence of other professional staff.
2. Develop a thorough knowledge and understanding of departmental policies and procedures as displayed by effective administration of facilities and student staff.
3. Assist in the administration of the departmental risk management program.
4. Assist in duties and oversight of member services operations.
5. Assist in the recruitment, hiring, orientation, training and scheduling of student staff.
6. Provide accurate information to facility patrons regarding all services available within the facility.
7. Assist with the recommendation, purchase & maintenance of facility equipment.
8. Assume responsibility for the training of student staff in equipment use and storage.
9. Assist in maintaining departmental inventory and records.
10. Work closely with the program staff to ensure unit goals and objectives are being met.
11. Assist with the organization and operation of the Campus Recreation student organizations.

12. Contribute to a positive, friendly and fun workplace environment.
13. Maintain current First Aid and CPR/AED certification during the period of employment.
14. Provide assistance with departmental sponsored Special Events.
15. Serve on committees as requested.
16. Must be available for some evening and weekend work as needed.

Knowledge Required for the Position:

The Graduate Assistant (Facilities and Informal Recreation) must have an understanding of the Student Affairs Philosophy with an emphasis on the co-curricular enhancement of the student experience as it relates to the provision of recreational and leisure services to a university community. Both oral and written communication skills are necessary to effectively interact with customers and staff. The Graduate Assistant must possess knowledge of the recreational sports profession and exhibit strong management and supervisory skills. A Bachelor's Degree in a related field and/or a combination of academic and experiential training is required. CPR/AED and First Aid training is recommended from an internationally recognized health and safety organization.

Responsibilities:

The Graduate Assistant (Facilities & Informal Recreation) has responsibility for providing a safe, friendly and cordial environment for facility patrons who utilize the programs and services. The position requires that the Graduate Assistant will be instrumental in all areas of student development and act as a role model and leader for the student staff.

Supervisory

The Graduate Assistant (Facilities & Informal Recreation) has responsibility for the supervision of all facilities and activities being held within the facilities including all student staff. This person will also assist Full-time Professional in supervising departmental risk management and student development.

Guidelines

The Graduate Assistant (Facilities & Informal Recreation) must adhere to all established University Policies and Procedures; adhere to all Civil Service and Professional Staff regulations and the provisions of negotiated and approved labor contracts; and adhere to and enforce all approved policies and procedures of Campus Recreation.

Difficulty:

Complexity

The Graduate Assistant (Facilities & Informal Recreation) must have an understanding of the principles of customer service, student development, be able to communicate with members, guests, and employees from varied cultures, and be attuned to established guidelines for providing a safe environment for members, participants and guests.

Scope and Effect

The Graduate Assistant (Facilities & Informal Recreation) plays an important role in the total administration of facilities and in the personal and professional development of the student staff of Campus Recreation. These responsibilities have a direct effect on the education and health of university students, faculty, and staff; as well as their family members and members of the surrounding community.

Relationships:

Contacts

The operation of services provided by Campus Recreation requires that the Graduate Assistant (Facilities and Informal Recreation) maintain daily contact with students, faculty, staff, administrators, alumni, family and community members. This person must work well with administrators, professionals and students. Collaborative relationships with Academic, Athletic and other University Departments are necessary.

Purpose

The purpose of this position is to insure the delivery of quality leisure and fitness services across the spectrum of the University community.

Environmental Demands:

Physical Requirements

The position requires a general level of physical fitness.

Work Environment

The work environment is professional, pleasant and developmental. Responsibilities require that the Graduate Assistant (Facilities & Informal Recreation) be able to work with frequent interruptions in a fast-paced professional environment, and must be able to work under pressure. Programs may require supervision during inclement weather. Morning and/or evening work including weekends may be required from time to time.