



Southern Illinois University Edwardsville | Campus Recreation

Title of Position:	Member Services & Operations Graduate Assistant
Contact:	Margaret Fredericksen Coordinator of Member Services & Operations marfred@siue.edu
Number of Positions available:	1
Contract Length:	10 Months (August 2020-May 2021) Potential for summer employment
Average Number of Hours per Week:	20
Position Requirements:	May require work on weekends and evenings
Salary:	\$1,065 per month

Position Description: Under the direction of the Coordinator of Member Services and Operations, the Graduate Assistant (Member Services and Operations) provides leadership, personnel management, and direct operational support to the Reception Desk and Equipment Issue Team of student staff. This position also supervises 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 Member Services and Operations with a significant emphasis on Reception Desk and Equipment Issue staff management, scheduling and training. This individual will be responsible for some opening and/or closing Facility Supervisor shifts. Additional areas of responsibility will be focused around various aspects of Member Services including but not limited to monthly reports to other SIUE Departments, student staff development and the evolving needs of the Campus Recreation Department. This position is also intentionally flexible toward the specific areas of development and the interests of the individual.

Required Qualifications:

1. Strong communication and interpersonal skills
2. Bachelor's degree is required in recreation, exercise science, communications, management or other related field
3. Prior experience managing and leading others is preferred
4. Strong oral and written communication skills
5. Knowledge of recreation facilities and personnel supervision
6. Strong combination of specific academic and/or experiential training is recommended.
7. Candidate will be expected to maintain a CPR/AED certification from an internationally recognized health and safety organization throughout the period of employment.

Preferred Qualifications:

1. Prior experience managing and leading others is preferred
2. A strong combination of specific academic and/or experiential training is recommended