Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Slater Family Ice Arena – Facility and Retail

Hours to work: (20)

Stipend rate: $9000.00

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - HMSLS

2. **Qualifications/preferred skills**
   - Acceptance into Bowling Green State University Graduate College and Human Movement, Sport, and Leisure Studies (HMSLS) program
   - See BGSU Graduate College and School of HMSLS for specific requirements
   - Required: Bachelor’s degree in Business Administration, Marketing or Sports Management and one to two years of experience in retail, food service and/or facility operations.
   - Knowledge of purchasing, inventorying, promoting, displaying and selling sports equipment and related merchandise.
   - Knowledge of cash accounting procedures.
   - Thorough knowledge of retail and modern food service stand practices, procedures, sales and equipment.
   - Basic knowledge of facility maintenance, tools and equipment.
   - Able to maintain accurate and complete records, including the accounting of collected revenues.
   - Working knowledge of various computer point-of-sale software packages.
   - Demonstrated ability to lead staff; student supervision preferred.

3. **Position Description** (primary and secondary responsibilities)
   - Assist with the ordering, storing and inventorying of all Pro Shop and Concessions products. Devise methods of displaying and selling products.
   - Helps Coordinator of Services with recruiting, hiring, training, motivating, and evaluating competent student staff.
   - Monitor the cleaning and maintenance of all retail, concessions and rental areas, including ensuring health department standards are met.
   - Work with Coordinator of Services to schedule student workers for Pro Shop and Concession Stand.
   - Assist with supervision of the Pro Shop and Concession Stand for all special events, games and large events.
   - Responsible for the cash register procedures and proper method for closing out the register and securing daily proceeds.
   - Keep abreast of current trends and changes in the hockey, figure skating, equipment, apparel and food and beverage business.
   - Devise and implement methods of displaying, advertising, and selling products that will increase revenue.
   - Promote Team sales of Pro Shop merchandise and food service products.
   - Respond to customer requests; handle customer inquiries and interactions with the knowledge of and dedication to customer service.
• Prepare monthly purchasing and inventory regulation for Director’s and Coordinator of Services’ review.
• Rotationally serve as a Building Manager, acting as the point contact for customer concerns and situations, as well as the responsibilities of opening and closing the facility.
• Able to establish and maintain effective working relationships with customers, vendors, administrators and subordinates.
• Performs all other duties as assigned.

Application Process:

Applicants wishing to apply for this Graduate Assistant position must: 1) be admitted or accepted for admission as a full-time student in a graduate program at BGSU; and 2) remain in academic good standing to maintain the position.

1. To apply to this positions, send the following materials: Resume, Cover Letter, and list of 3 references

2. Send GA application materials to:

Jamie Ann Baringer,
Assistant Athletic Director for Arena Operations
1535 E. Wooster St
Bowling Green OH 43403
Jbaring@bgsu.edu

3. GA position application due date: July 1, 2017