Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Slater Family Ice Arena – Hockey Coordinator

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 Sports Management, Business Administration, and experience in facility management, and/or programming and instruction
   - Proficient knowledge and ability of hockey and skating skills
   - Working knowledge and understanding of all hockey programs including USA Hockey
   - Must have current ISI Membership or USA Hockey membership or be willing to obtain in a timely manner
   - Able to maintain accurate and complete records, including the accounting of collected revenues.
   - Knowledge of cash accounting procedures.
   - Working knowledge of various computer point-of-sale software packages.
   - Demonstrated ability to lead student staff.

3. **Position Description** (primary and secondary responsibilities)
   - Manage all current and future Ice Arena community hockey instructional programs and leagues for youth and adult ages. Including but not limited to:
     - Administrative duties to organize, implement, and maintain programs and leagues.
     - Monitor and regulate programs and league play.
     - Record and enter registrations for all leagues and programs including tracking payment and maintaining updated player contact information.
     - Organize and administer any skill assessment or rating skates for leagues.
     - Set up assessment of player skill ratings and develop rosters for all leagues or class groupings for programs.
     - Validate, record, and update USA Hockey registrations and memberships.
     - Organize distribution and return of team jerseys.
     - Responsible for scheduling and maintaining records of referee payroll and certifications to report to Program Coordinator for payroll.
     - Record and post all team standings and player statistics for leagues.
   - Serve as a liaison between the local hockey programs and Ice Arena to coordinate programming and instructional needs.
   - Assist with administrative management of additional Ice Arena programs; including but not limited to broomball and figure skating instructional programs, leagues, and special events.
   - Develop and implement future programming and/or events.
   - Develop evaluations and assessment plans for current and future programming.
• Research and develop age and skill appropriate lesson plans specific to programmed activities, both on and off ice.
• Continuous assessment of participant progress within programming to anticipate changes to lesson plans and produce performance evaluations.
• Assist with the coordination of all aspects of birthday parties; rental, food and day of duties.
• Provide excellent customer service through positive relations and rapport with Ice Arena patrons and user groups.
• Familiarity with, and competence, in Ice Arena policies and procedures.
• 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.
• Assist with all aspects with Game/Event Management
• Assist in all day to day operations, to include minor custodial, maintenance and driving of the ice resurfacing machine.
• 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