Graduate Assistant
Intramural Sports, Sport Clubs and PFH Facility Operations

Position Summary
The purpose of this position is to assist with administration of the Intramural and Sport Clubs program and the facility management and operations of the Perry Field House (PFH). This individual helps with hiring, training, and supervision of senior student assistants, student associates, officials, and scorekeepers within the Intramural Sports program and the PFH. Responsibilities may include planning and running Sport Club meetings, Intramural Staff meetings, facility maintenance and event supervision.

Essential Duties, Tasks and Abilities
- Hold monthly staff meetings with Intramural sport managers.
- Supervision and evaluation of Student Supervisors, student associates, score keepers, and officials.
- Perform office duties including updating of score sheets, league scheduling, review of accident and injury reports, employee incident reports and general office coverage.
- Plan, lead, and evaluate official’s clinics.
- Schedule employees, leagues, and playoffs.
- Evening and weekend supervision of programs and activities facilitated out of the Perry Field House or Intramural and Sport Club event sites.
- Attendance at professional and student staff meetings.
- Prepare and hold sport club meetings.
- Meet with Sport Club representatives and advise Sport Club teams as needed.
- Manage Sport Club paperwork, update Sport Club Orgsync portal and generate reports.
- Schedule facility space for all PFH user groups using recreation facility management software.
- Familiarity with and competence in PFH policies and operations.
- Monitor and respond to facility suggestion box items.
- Maintain and coordinate PFH and Intramural Sports staff student employee files.
- Attend professional and student staff meetings.
- Support Student Employee Board (SEB) and Student Development and Leadership (SDL) activities.
- Promote the mission of the Recreation and Wellness.

Knowledge, Skills and Abilities
- Strong customer service and organization skills including interpersonal and presentation abilities
- Conflict and Risk Management skills
- Strong knowledge of all sport rules and officiating experience preferred
- Ability to train and lead groups of officials and sport managers
- Experience in intramurals/sport clubs as an undergraduate preferred
- Recreation facility management knowledge (higher education experience preferred)

Requirements
- Acceptance into the BGSU Graduate College Human Movement, Sport and Leisure Studies Degree Program
- CPR/FA & AED certification (preferred)
- Business casual dress

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