

**Graduate Assistant  
Student Recreation Center – Informal Recreation/Facilities  
Recreational Sports  
Bowling Green State University**

**Position Summary**

The purpose of this position is to assist with the efficient facility management and operations of the Student Recreation Center (SRC). This individual would also hire, train, and supervise a senior student assistant and student employees (Center Managers and Floor Attendants) in the SRC. Additional duties include facility rentals and reservations using management software, supervising special events, and ensuring the facilities and exercise equipment are kept in good working order.

**Essential Duties and Tasks**

- Coordinate SRC student staffs, consisting of Center Managers and Floor Attendants (assist Student Supervisor in hiring, training, supervising, disciplining, evaluating...)
- Hold monthly meetings with student employees
- Oversee risk management audits (CPR/AED, First Aid, etc.) for Center Managers and Floor Attendants
- Provide excellent customer service and maintain positive relations and rapport with members of the SRC
- Coordinate the revision of Center Manager and Floor Attendant manuals
- Assist with facility rentals, including proper staffing levels and event set-up
- Assist with event management
- Regular use of Class facility management software
- Familiarity with and competence in Student Recreation Center policies and operations
- Maintain and evaluate existing policies and procedures within the SRC
- Learn and demonstrate the mission of Recreational Sports
- Assist and make recommendations regarding the purchase of exercise equipment
- Coordinate and maintain the layout (floor plan) of the exercise equipment
- Assist in facility and equipment risk management evaluations and safety inspections
- Assist in general cleaning and performing minor repairs on fitness equipment
- Maintain and coordinate SRC Center Manager and Floor Attendant student employee files
- Attend professional and student staff meetings
- Perform any other duties as required by the professional staff

**Knowledge, Skills and Abilities**

- Computer software skills
- Strong customer service skills, including interpersonal and presentation abilities
- Excellent writing skills
- Excellent communication skills
- Attention to detail
- Recreation facility management knowledge (higher education experience preferred)

**Requirements**

- 3.0 undergraduate GPA (on a 4.0 scale)
- Acceptance into BGSU Graduate College Degree program
- (Preferred) CPR/FA & AED certified
- Business casual dress requirement

**Supervision**

- Supervised by the Assistant Director for SRC/PFH Rentals & Equipment

<http://www.bgsu.edu/offices/ohr>

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