

## **Graduate Assistant Perry Field House Facility Operations and Event Management**

### **Position Summary**

The purpose of this position is to primarily assist with the efficient facility management and operations of the Perry Field House (PFH) and the Marketing and Sponsorship plan. This individual also hires, trains, and supervises a senior student assistant and student employees in the PFH. Additional duties include facility rentals and reservations using management software, supervising special events, ensuring the facilities and equipment are kept in good working order, and implementing the departmental sponsorship and advertising plan.

### **Essential Duties and Tasks**

- Coordinate PFH student staff (assist Student Supervisor in hiring, training, supervising, disciplining, evaluating).
- Hold monthly meetings with PFH student employees.
- Oversee risk management audits (CPR/AED, First Aid, etc.) for PFH student staff.
- Provide excellent customer service and maintain positive relations and rapport with members of the PFH.
- Assist with facility rentals and scheduling, including proper staffing levels and event set-up.
- Assist with event management and attend special events including tournaments, practices and late night activities.
- Complete evening supervision in the Perry Field House
- Regular use of Class facility management software.
- Familiarity with and competence in PFH policies and operations.
- Monitor and respond to facility suggestion box items.
- Maintain and coordinate PFH 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 Recreation and Wellness.
- Perform any other duties as required by the professional staff.

### **Knowledge, Skills and Abilities**

- Excellent marketing and computer application 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)
- Creativity
- 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

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

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