

**Graduate Assistant  
Perry Field House - Facilities  
Recreational Sports  
Bowling Green State University**

### **Position Summary**

The purpose of this position is to primarily assist with the efficient facility management and operations of the Perry Field House (PFH). This individual would also hire, train, and supervise a senior student assistant and student employees in the PFH. Additional duties include facility rentals and reservations using management software, supervising special events, and ensuring the facilities and equipment are kept in good working order.

### **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 Student Recreation Center (SRC) and PFH.
- 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 PFH and SRC policies and operations
- Learn and demonstrate the mission of Recreational Sports
- May assist and make recommendations regarding the purchase of SRC exercise equipment
- May assist SRC staff in coordinating the layout (floor plan) of the SRC exercise equipment
- Assist in facility and equipment risk management evaluations and safety inspections
- Monitor and respond to facility suggestion box items
- Maintain and coordinate PFH student employee files
- Attend professional and student staff meetings
- Serve on the Student Employee Board (SEB)
- 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

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

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women, minorities, veterans and persons with disabilities.*

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[www.bgsu.edu/offices/safety](http://www.bgsu.edu/offices/safety).*