

**Graduate Assistant
Ice Arena Operations
Recreational Sports
Bowling Green State University**

Position Summary

The purpose of this position is to assist with the management of the Ice Arena including scheduling, policy and rules enforcement, supervision and evaluation of facility student employees and practicum students. This individual will hire, train, and supervise a senior student assistant and student employees in the Skate Shop. Additional duties include ordering Skate Shop inventory, locker room assignments and serving as the CLASS administrator for inventory and program registration. This individual will promote and carry out the mission of the Ice Arena and Recreational Sports in spirit and in action.

Essential Duties, Tasks and Abilities

- Develop and implement comprehensive recruitment and sales plan for membership and programs.
- Supervise, hire, train, maintain files, and evaluate Skate Shop student supervisor and student employees.
- Assist with facility promotions including advertising, web site, bulletin boards, Skate Shop sales, and Birthday Parties
- Regularly evaluate the effectiveness of Skate Shop and CLASS system.
- Represent the Ice Arena at times of peak public demand including but not limited to; Public Skating, Special Events, Varsity Hockey Games, and Holiday Tournaments.
- Coordinate and schedule figure skating exhibitions during Varsity Hockey home games
- Serve as Summer Scholarship Coordinator. Modernize/develop application forms, form selection committee, coordinate recognition of award recipients.
- Conduct regular student staff meeting and attend professional staff meetings of the Ice Arena and Recreational Sports

Knowledge, Skills and Abilities

- Excellent computer software and writing skills
- Strong customer service skills including interpersonal and presentation abilities
- Attention to detail and creativity
- Strong background in figure skating, hockey or curling
- Higher education experience (preferred)

Requirements

- 3.0 undergraduate GPA
- Acceptance into BGSU Graduate College Degree program
 - Master's Degree in Sport Administration
 - Master's Degree in Recreation
 - Master's Degree in Kinesiology
 - Master's Degree in College Student Personnel
 - Other accepted graduate program

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

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We are committed to a multicultural environment and strongly encourage applications from women, minorities,
veterans and persons with disabilities.*

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For information regarding BGSU's crime statistics, please visit Public Safety's website at
www.bgsu.edu/offices/safety.*