

Graduate Assistant Perry Field House Marketing and Operations

Position Summary

The purpose of this position is to primarily assist with the efficient management and operations of Perry Field House (PFH) related programming; marketing and advertising and student supervision of Intramural (IM) and PFH students. Other duties include using management software, supervising special events, and ensuring the facilities and equipment are in good working order.

Essential Duties and Tasks

Marketing and Advertising

- Foster partnerships with local businesses for advertising and sponsorship.
- Conduct calls and schedule weekly appointments to generate new sales.
- Prepare contracts and maintain relations with sponsors.
- Work with vendors and graphic designers to print signs and other support materials.
- Assist with campus-wide promotions of IM and other Recreation and Wellness programs and services.
- Assist with web development, social media, and other emerging technologies.

Student Employee Supervision and Management for Intramurals and Perry Field House

- Supervise and coordinate PFH and IM student staff during evening activities.
- Provide assistance to Student Supervisors in hiring, training, supervising, disciplining and evaluating student employee staff.
- Attend monthly meetings with PFH/IM student employees.
- Participate in risk management audits (CPR/AED, First Aid, etc.) for PFH/IM student staff.
- Provide excellent customer service and maintain positive relations and rapport with Recreation and Wellness members and guests.
- Assist with event management including proper staffing levels and event set-up/breakdown.
- Familiarity with and competence in PFH/IM policies, operations, and CLASS management software.
- Assist with maintenance and coordination of PFH and IM 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.
- Present research at the Annual Recreation and Wellness Graduate Assistant Research Symposium.
- 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 and verbal communication skills
- Attention to detail, recreation facility management knowledge, 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

Supervision

- Supervised by the Assistant Director for Marketing and PFH Operations

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

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