

Graduate Assistant Ice Arena and Outdoor Programs

Position Summary

The purpose of this position is to primarily assist with the efficient management and operations of the Ice Arena and the Outdoor Program. Other duties include using management software, supervising special events, and ensuring the facilities and equipment are in good working order.

Essential Duties and Tasks

Outdoor Program Adrenaline Climbing Club Management

- Assist with management of the Adrenaline Youth Climbing Club
- Schedule and train staff to teach youth climbing
- Market and promote the ACC to all local schools
- Maintain the budget and revenue of the ACC
- Evaluate and improve the structure of the ACC
- Participate in weekend open climbs and special event
- Collaborate with other local youth climbing teams to create a youth climbing competition

Ice Arena Events

- Develop and implement promotions to increase revenue and attendance at Ice Arena activities (web site, bulletin boards, Skate Shop sales, advertising, special events, Birthday Parties, etc.).
- Coordinate and schedule figure skating exhibitions during Varsity Hockey home games.
- Assist with Ice Arena Scholarship application process. Modernize/develop application forms, form selection committee, coordinate recognition of award recipients.
- Attend monthly meetings with Ice Arena student employees.
- Provide excellent customer service and maintain positive relations and rapport with Recreation and Wellness's Ice Arena patrons and guests.
- Assist with event management including proper staffing levels and event set-up/breakdown.
- 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 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

- Reports to the Ice Arena Staff Assistant and the Assistant Director for Outdoor Program.

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

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