

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office Slater Family Ice Arena – Facility and Retail

Hours to work: (20)

Stipend rate: \$9000.00

1. Eligible Program Applicants (Applicants must be from one of the following graduate programs):

- HMSLS

2. Qualifications/preferred skills

- Acceptance into Bowling Green State University Graduate College and Human Movement, Sport, and Leisure Studies (HMSLS) program
 - See BGSU Graduate College and School of HMSLS for specific requirements
- Required: Bachelor's degree in Business Administration, Marketing or Sports Management and one to two years of experience in retail, food service and/or facility operations.
- Knowledge of purchasing, inventorying, promoting, displaying and selling sports equipment and related merchandise.
- Knowledge of cash accounting procedures.
- Thorough knowledge of retail and modern food service stand practices, procedures, sales and equipment.
- Basic knowledge of facility maintenance, tools and equipment.
- Able to maintain accurate and complete records, including the accounting of collected revenues.
- Working knowledge of various computer point-of-sale software packages.
- Demonstrated ability to lead staff; student supervision preferred.

3. Position Description (primary and secondary responsibilities)

- Assist with the ordering, storing and inventorying of all Pro Shop and Concessions products. Devise methods of displaying and selling products.
- Helps Coordinator of Services with recruiting, hiring, training, motivating, and evaluating competent student staff.
- Monitor the cleaning and maintenance of all retail, concessions and rental areas, including ensuring health department standards are met.
- Work with Coordinator of Services to schedule student workers for Pro Shop and Concession Stand.
- Assist with supervision of the Pro Shop and Concession Stand for all special events, games and large events.
- Responsible for the cash register procedures and proper method for closing out the register and securing daily proceeds.
- Keep abreast of current trends and changes in the hockey, figure skating, equipment, apparel and food and beverage business.
- Devise and implement methods of displaying, advertising, and selling products that will increase revenue.
- Promote Team sales of Pro Shop merchandise and food service products.
- Respond to customer requests; handle customer inquiries and interactions with the knowledge of and dedication to customer service.

- Prepare monthly purchasing and inventory regulation for Director's and Coordinator of Services' review.
- Rotationally serve as a Building Manager, acting as the point contact for customer concerns and situations, as well as the responsibilities of opening and closing the facility.
- Able to establish and maintain effective working relationships with customers, vendors, administrators and subordinates.
- Performs all other duties as assigned.

Application Process:

Applicants wishing to apply for this Graduate Assistant position must: 1) be admitted or accepted for admission as a full-time student in a graduate program at BGSU; and 2) remain in academic good standing to maintain the position.

1. To apply to this positions, send the following materials: Resume, Cover Letter , and list of 3 references
2. Send GA application materials to:

Jamie Ann Baringer,
Assistant Athletic Director for Arena Operations
1535 E. Wooster St
Bowling Green OH 43403
Jbaring@bgsu.edu

3. GA position application due date: July 1, 2017