

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office Stroh Center

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

- Required Bachelor's degree in Business Administration, Marketing or Sport Management and prior experience in facility operations.
- Basic knowledge of facility operation, tools and equipment.
- Able to maintain accurate and complete records.
- Working knowledge of various computer programs.
- Demonstrate ability to lead student staff

3. Position Description (primary and secondary responsibilities)

- Assist with administrative management of all Stroh Center events; including but not limited to sporting events, campus events, concerts, trade shows, banquets and commencements.
- Create and implement future programming and/or events.
- Helps Coordinator of Facility Operations with recruiting, hiring, training, motivating and evaluating competent student staff.
- Work with Coordinator of Facility Operations to schedule student workers for weekly shifts and events.
- Assist with the supervision of the Stroh Center for all special events, athletic contests, and large events.
- Assist with the ordering, storing and inventorying all Stroh Center equipment.
- Monitor the cleaning of all aspects of the Stroh Center and be able to do minor maintenance of Stroh Center equipment.
- Devise and implement methods of displaying, advertising, and selling the Stroh Center brand to increase revenue.
- Respond to customer requests; handle customer inquiries and interactions with the knowledge of and dedication to customer service.
- Provide excellent customer service through positive relations and rapport with Stroh Center patrons and user groups.
- Receive Stroh Center phone calls and direct them to the appropriate BGSU Athletics Staff.
- Familiarity with, and competence, in Stroh Center policies and procedures.
- 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 for special events.
- 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: POSITION FILLED