

## Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Slater Family Ice Arena

Hours to work (1-20): 20

Stipend rate (indicate if you have a maximum stipend rate that you can afford): 10,000.00

Term<sup>2</sup>:  Academic Year  Fall  Spring  Winter Session  Summer

Number of vacancies for this position: 1

**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.

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<sup>2</sup> An academic year contract includes both fall semester and spring session. It does not include winter session. A student who is needed during winter session will require a separate contract.

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](mailto:Jbaring@bgsu.edu)
3. GA position application due date: April 15, 2018