

## GRADUATE ASSISTANT POSITION

**Hiring Unit/Office:** Athletics/Stroh Center Facility

**Type of Graduate Assistant Position:** RAI

**Hours to work (per vacancy):** 20

**Stipend rate (Note: Hiring units must pay the stipend rate associated with the student's graduate degree program):** \$10,000.00

**Term:**  Summer  Academic Year  Fall  Winter Session  Spring Session

**Number of vacancies for this position:** 1

**1. Eligible Program Applicants** (*Applicants will preferably 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 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. Help 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 of 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](mailto:Jbaring@bgsu.edu)
3. **GA position application due date:** Accepting applications until position is filled