

**GRADUATE COLLEGE**  
**GRADUATE ASSISTANT APPLICATION FORM – FY 2024**

Please see the [Graduate College website](#) for full definitions of each position (RAI, RAII, TA, TI).

**GRADUATE ASSISTANT POSITION**

**Employing Office:** Athletics Slater Family Ice Arena

**Type of Graduate Assistant Position (RAII, RAI, TI, TA):** RAII

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

**Stipend rate (Note: Hiring units must pay the stipend rate associated with the student's graduate degree program):** 11,0000

**Term:**             Summer       Academic Year       Fall       Spring Semester

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

**1. Eligible Program Applicants** (*Applicants will preferably be from one of the following graduate programs. Note: Hiring units should think broadly about acceptable programs.*):

- HMSLS
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**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.
- Experience with excellent customer service, interpersonal, and conflict resolution skills.
- Knowledge of cash accounting procedures.
- 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 Assistant Director of Programing with all aspects of programming including youth and adult programming, figure skating, hockey, BGSU student programming, and general programming. Devise and implement methods of advertising to increase participation in ice-arena ran programs. Ability to instruct Learn-To-Skate, Figure Skating, and/or Hockey on and off the ice. Aid with administrative tasks. Assist Assistant Director of Programing with birthday party rentals. Assist Associate Director with rental groups. Respond to customer requests; handle customer inquiries and interactions with the knowledge of and dedication to customer service. 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. Assists in all Game Day Operations for Falcon Hockey games, from time to time will work with Stroh and Football Game operations or 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 for this position, send the following materials:** Letter of Interest and Resume
2. **Send GA application materials to:** Jamie Ann Baringer, Associate 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:** May 31, 2023