

**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

**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*)

Assists Associate Director 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 Associate Director 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. 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