

Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office Slater Family Ice Arena

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

- 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 Sports Management, Business Administration, and experience in facility management, and/or programming and instruction
- Proficient knowledge and ability of hockey and skating skills
- Working knowledge and understanding of all hockey programs including USA Hockey
- Must have current ISI Membership or USA Hockey membership or be willing to obtain in a timely manner
- Able to maintain accurate and complete records, including the accounting of collected revenues.
- Knowledge of cash accounting procedures.
- Working knowledge of various computer point-of-sale software packages.
- Demonstrated ability to lead student staff.

3. Position Description (primary and secondary responsibilities)

- Manage all current and future Ice Arena community hockey instructional programs and leagues for youth and adult ages. Including but not limited to:
 - Administrative duties to organize, implement, and maintain programs and leagues.
 - Monitor and regulate programs and league play.
 - Record and enter registrations for all leagues and programs including tracking payment and maintaining updated player contact information.
 - Organize and administer any skill assessment or rating skates for leagues.
 - Set up assessment of player skill ratings and develop rosters for all leagues or class groupings for programs.
 - Validate, record, and update USA Hockey registrations and memberships.
 - Organize distribution and return of team jerseys.
 - Responsible for scheduling and maintaining records of referee payroll and certifications to report to Program Coordinator for payroll.
 - Record and post all team standings and player statistics for leagues.

- Serve as a liaison between the local hockey programs and Ice Arena to coordinate programming and instructional needs.
- Assist with administrative management of additional Ice Arena programs; including but not limited to broomball and figure skating instructional programs, leagues, and special events.
- Develop and implement future programming and/or events.
- Develop evaluations and assessment plans for current and future programming.
- Research and develop age and skill appropriate lesson plans specific to programmed activities, both on and off ice.
- Continuous assessment of participant progress within programming to anticipate changes to lesson plans and produce performance evaluations.
- Assist with the coordination of all aspects of birthday parties; rental, food and day of duties.
- Provide excellent customer service through positive relations and rapport with Ice Arena patrons and user groups.
- Familiarity with, and competence, in Ice Arena 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.
- Assist with all aspects with Game/Event Management
- Assist in all day to day operations, to include minor custodial, maintenance and driving of the ice resurfacing machine.
- 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

GA position application due date: October 15, 2017