Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office:  Recreation and Wellness: SRC Facilities
Hours to work:  20
Stipend rate:  $10,000

1. **Eligible Program Applicants** (Applicants must be from one of the following graduate programs):
   - HMSLS

2. **Qualifications/preferred skills**
   - Computer software skills
   - Strong customer service skills, including interpersonal and presentation abilities
   - Excellent writing skills
   - Excellent communication skills
   - Attention to detail
   - Recreation facility management knowledge (higher education experience preferred)

3. **Position Description** (primary and secondary responsibilities)
   - Coordinate SRC student staffs, consisting of SRC Managers, Floor Attendants, and Customer Service Attendants (assist Student Supervisors in hiring, training, supervising, disciplining, evaluating).
   - Assist in oversight of member services and Welcome Desk operations.
   - Hold monthly meetings with student employees.
   - Oversee risk management audits (CPR/AED, First Aid, etc.) for the students within your employment areas.
   - Provide excellent customer service and maintain positive relations and rapport with members of the SRC.
   - Coordinate the revision of SRC Manager, Floor Attendant, and Customer Service Attendants operations manuals.
   - Assist in the oversight of locker rental processes and locker clean-outs.
   - Oversight of facility rentals, including proper staffing levels and event set-up/clean-up.
   - Assist with event management.
   - Regular use of RecTrac software and assistance with administration of Connect2Concepts employee operations management software.
   - Familiarity with and competence in Student Recreation Center policies and operations.
   - Maintain and evaluate existing policies and procedures within the SRC.
   - Perform routine inventory counts of retail products and equipment.
   - Assist and make recommendations regarding the purchase of exercise equipment and retail products.
   - Coordinate and maintain the layout (floor plan) of the exercise equipment.
   - Assist in facility and equipment risk management evaluations and safety inspections.
   - Assist in general cleaning and performing minor repairs on fitness equipment.
   - Maintain and coordinate SRC Manager, Floor Attendant, and Customer Service Attendant employment files.
   - Maintain and approve student employee timecards
   - Support Student Employee Board (SEB) and Student Development and Leadership (SDL) activities.
   - Attend professional and student staff meetings.
   - Assist in evening supervision of the SRC in the absence of professional staff.
   - Promote the mission of Recreation and Wellness.
   - Perform any other duties as required by the professional staff.

**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: Current resume, letter of interest, three letters of reference, and RecWell online application: [https://form.jotform.com/60355491819159](https://form.jotform.com/60355491819159)

2. Send GA application materials to: **RecWell online application at** [https://form.jotform.com/60355491819159](https://form.jotform.com/60355491819159) allows for documents such as letter of interest and resume to be attached electronically.

Other materials can be sent to:  
**E-Mail:** Thad Long - longtha@bgsu.edu  
**Fax:** 419.372.8454  
**Mail:** Department of Recreation and Wellness  
Attn: Thad Long, Student Recreation Center  
1411 Ridge Road  
Bowling Green, OH 43403

3. GA position application due date: Applications received by Mar. 1st receive priority, with remainder of positions filled once outstanding candidates have been interviewed and selected.