

## 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>
2. Send GA application materials to: \*\* RecWell online application at <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](mailto: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. 1<sup>st</sup> receive priority, with remainder of positions filled once outstanding candidates have been interviewed and selected