Graduate Assistant (Research Assistant II) Position

Hiring Unit/Office: Recreation and Wellness: Competitive Sports and Perry Field House
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**
   - Strong customer service and organization skills including interpersonal and presentation abilities
   - Conflict and Risk Management skills
   - Strong knowledge of all sport rules and officiating experience preferred
   - Ability to train and lead groups of officials and sport managers
   - Experience in intramurals/sport clubs as an undergraduate preferred
   - Recreation facility management knowledge (higher education experience preferred)

3. **Position Description** (primary and secondary responsibilities)
   - Hold monthly staff meetings with Intramural sport managers.
   - Supervision and evaluation of Student Supervisors, student associates, score keepers, and officials.
   - Perform office duties including updating of score sheets, league scheduling, review of accident and injury reports, employee incident reports and general office coverage.
   - Plan, lead, and evaluate official’s clinics.
   - Schedule employees, leagues, and playoffs.
   - Evening and weekend supervision of programs and activities facilitated out of the Perry Field House or Intramural and Sport Club event sites.
   - Attendance at professional and student staff meetings.
   - Prepare and hold sport club meetings.
   - Meet with Sport Club representatives and advise Sport Club teams as needed.
   - Manage Sport Club paperwork, update Sport Club Orgsync portal and generate reports.
   - Schedule facility space for all PFH user groups using recreation facility management software.
   - Familiarity with and competence in PFH policies and operations.
   - Monitor and respond to facility suggestion box items.
   - Maintain and coordinate PFH and Intramural Sports staff student employee files.
   - Attend professional and student staff meetings.
   - Support Student Employee Board (SEB) and Student Development and Leadership (SDL) activities.
   - Promote the mission of the Recreation and Wellness.

**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](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. 1st receive priority, with remainder of positions filled once outstanding candidates have been interviewed and selected.