

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>
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

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