

**Graduate Assistant
Perry Field House – Facilities/Special Events**

Position Summary

The purpose of this position is to primarily assist with the efficient facility management and operations of the Perry Field House (PFH) and special events within the PFH and Student Recreation Center (SRC). This individual also hires, trains, and supervises a senior student assistant and student employees in the PFH. Additional duties include facility rentals and reservations using management software, front desk operations, supervising special events, ensuring the facilities and equipment are kept in good working order.

Essential Duties and Tasks

- Coordinate PFH student staff (assist Student Supervisor in hiring, training, supervising, disciplining, evaluating).
- Hold meetings with PFH student employees.
- Oversee risk management audits (CPR/AED, First Aid, etc.) for PFH student staff.
- Provide excellent customer service and maintain positive relations and rapport with users of the PFH.
- Assist with facility rentals and scheduling, including proper staffing levels and event set-up & takedown at both the PFH and SRC.
- Assist with event management at PFH and SRC.
- Regular use of RecTrac software and assistance with administration of Connect2Concepts (C2C) employee operations management software, and When2Work (W2W) scheduling software.
- Familiarity with and competence in PFH policies and operations.
- Maintain and approve student employee Time & Labor reports.
- Maintain and coordinate PFH student employment documentation utilizing C2C.
- Attend professional and student staff meetings for both PFH and SRC.
- Support Student Employee Board (SEB) and related student leadership/development activities.
- Assist in evening and weekend supervision of the PFH and SRC in absence of professional staff.
- Routinely collaborate with the Graduate Assistant of Intramural Sports and Sport Clubs to accomplish facility and program objectives.
- Learn and demonstrate the mission of Recreation and Wellness.
- Perform any other duties as required by the professional staff.

Knowledge, Skills and Abilities

- Strong customer service skills, including interpersonal and presentation abilities
- Excellent writing skills
- Excellent communication skills
- Attention to detail
- Recreation facility management knowledge (collegiate experience preferred)
- Creativity
- Collegiate experience (preferred)

Requirements

- 3.0 undergraduate GPA (on a 4.0 scale)
- Acceptance into BGSU Graduate College Degree program
- (Preferred) CPR/FA & AED certified
- Business casual dress requirement

Supervision

- Co-supervised by the Assistant Directors of the PFH and SRC

<http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans, and persons with disabilities. BGSU hires only individuals authorized to work in the United States. For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.