



Graduate Assistant: Student Programming and Leadership

Position Summary

The purpose of this position is to serve in the development of a comprehensive student development and leadership program for student employees, practicums, and interns. This individual also advises the Student Employee Board and coordinates information flow regarding employment policies and practices within and among functional units while promoting the mission of the Department of Recreation and Wellness in action and in spirit.

Essential Duties and Tasks

General

- Respond to workplace issues and administer discipline procedures
- Serve as “Champion” of Connect2Concepts recreation operations software by assisting functional unit leaders in managing and utilizing the system for training, documenting, and administering student employee information
- Administer Recreation and Wellness listserv

Student Employee Board

- Advise and work with 10-12 student leaders to develop agendas and facilitate monthly and emergency meetings
- Conduct regular 1/1 meetings with each leader
- Coordinate committees within the board to achieve monthly and annual award and recognitions, fundraising, outreach, community service, and team building goals

Administer Rec Buck employee incentive program

- Acquire and audit prize donations and allocations
- Market program
- Document participation

Administer Student Employee Leadership Development and Career Readiness Programming

- Apply BGSU Learning Outcomes, student requests, and leadership theory to develop learning outcomes
- Develop, coordinate, market, and assess programming impact and participation
- Collaborate with on- and off-campus departments, division, and partners

Other

- Assist with marketing Recreation and Wellness and other BGSU events and activities to employees and the general public
- Evening hours are needed to facilitate presentations and attend student group meetings. Some weekend hours will be needed for retreats, events, and other programs.
- Support Student Employee Board (SEB) and Student Development and Leadership (SDL) activities.
- Attend professional and student staff meetings.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Computer software skills
- Strong customer service skills, including interpersonal and presentation abilities
- Excellent writing skills, communication skills, and attention to detail

Requirements

- Acceptance into BGSU Graduate College Degree program
- (Preferred) CPR/FA & AED certified
- Business casual dress requirement

Supervision

- Supervised by the Assistant Director for Sales and Student Programming

<https://www.bgsu.edu/human-resources.html>

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Bowling Green State University

Perry Field House: 801 N. Mercer RD, BG, OH 43403-0028 | **Student Recreation Center:** 1411 Ridge RD, BG, OH 43403-0146
bgsu.edu/recwell | bgsuclubsports.com | recwell@bgsu.edu | 419.372.2000