

SIUE GRADUATE ASSISTANTSHIP ANNOUNCEMENT

TITLE/RANK Graduate Assistant – Campus Recreation (Operations and Student Development)

JOB DESCRIPTION: This position will lead to a team of student facility supervisors in addition to being a lead contributor to total student employee development for the department of Campus Recreation. This role will include student hiring, training, evaluation and ongoing support. This graduate assistant is also the primary scheduler for facility supervisors which includes student facility supervisors in addition to rotational inclusion of some graduate assistants and professional staff require an emphasis on Campus Recreation operations including direct facility supervision on a rotating schedule. This position is intentionally designed to have an emphasis on teamwork and flexibility as our department seeks to remain well poised to serve our participants through evolving climates. Additional specialized leadership roles may also be available in climbing gym supervision, bike share program coordination and/or other operational areas based upon needs and interests and background of the graduate assistant.

This position will oversee and support the activities housed within the dedicated recreational space of the Student Fitness Center and the shared recreation space in the Vadalabene Center and other auxiliary facilities (200,000 total sq. ft.). These facilities include a total of six basketball courts, 25-yard pool, two climbing areas, two group fitness rooms, cycling room, multi-sport court, two informal fitness/strength areas, a dedicated weight room, track, racquetball courts, multipurpose areas and two member service stations all of which typically operate seven days a week. A combined workload of an average of 20 hours per week is expected; some early morning, evening and weekend work is required.

TERM OF CONTRACT: Semester by semester, starting in August, with the possibility for summer employment and contract renewal. Contract renewal is anticipated throughout the course of the academic degree program in which the graduate assistant is enrolled.

SALARY: Full in/out of state tuition waiver plus a stipend of \$1,250.40 per month for the first year and a longevity bonus to \$1,319.20 per month in the second year. Employee is responsible for student fees. Per Internal Revenue Service regulations (IRC 127), federal taxes will be withheld on tuition waiver amounts exceeding \$5,250 in the calendar year (January-December).

QUALIFICATIONS: Assistantships are awarded on a competitive basis. The applicant should demonstrate a strong work ethic, adhere to professional standards and values and be an effective communicator that possesses good interpersonal skills. The person should have significant knowledge and experience in recreation operations. A Bachelor's degree is required in recreation, exercise science, communications, management or other related field. Prior management experience is preferred.

CLOSING DATE FOR APPLICATIONS: Review of applications is immediate. Phone, online and/or in-person interviews may be conducted. Application for this position will close as positions are filled.

SUBMIT LETTER OF APPLICATION, RESUME, UNOFFICIAL TRANSCRIPT(S), AND LIST OF THREE CURRENT REFERENCES WITH PHONE NUMBERS AND EMAIL ADDRESSES, TO:

Michael Bates, Coordinator - Facilities, Operations and Student Development
Southern Illinois University Edwardsville
Campus Recreation, Box 1157
Edwardsville, IL 62026
Email: mcbate@siue.edu

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Southern Illinois University Edwardsville

Student Affairs Campus Recreation

POSITION DESCRIPTION & JOB ANALYSIS

Title/Rank: Graduate Assistant – Campus Recreation (Operations and Student Development)

Purpose:

Provide leadership, personnel management and direct operational support of facilities and supervision of activities housed within the dedicated recreational space of the Student Fitness Center and the shared recreation space in the Vadalabene Center and other auxiliary facilities (200,000 total sq. ft.). The Graduate Assistant will work with all facets of Campus Recreation facilities management with an emphasis on staff management, scheduling, training and student development. This individual will be responsible for some opening and/or closing Facility Supervisor shifts. Additional areas of responsibility will be focused around student staff engagement (CREC Connect program), risk management and evolving needs of the department. This position can also be flexible toward developmental interests of the individual.

Organizational Relationship:

The Graduate Assistant (Facilities and Informal Recreation) reports to the Coordinator of Facilities, Operations and Student Development, who reports to the Associate Director of Campus Recreation, then to the Director of Campus Recreation, who reports to the Vice Chancellor of Student Affairs.

Duties and Responsibilities:

1. Lead the student facility supervisor team (5-7) to include ongoing recruitment, staff promotion, training and scheduling. Plan and lead weekly facility supervisor meetings.
2. Assume the responsibilities of Facilities Supervisor when assigned and in the absence of other professional staff to include oversight of operations and all, on-duty student staff.
3. Develop a thorough knowledge and understanding of departmental policies and procedures. Enforce and teach these policies and procedures to others.
4. Assist in departmental risk management to include compliance enforcement, routine inspection, promoting and teaching staff awareness and ongoing procedure review.
5. Assist in supervision and oversight of member services operations and staff. Develop operational fluency and help with student staff (25) oversight and training as needed.
6. Be familiar with and provide accurate information to patrons and operating staff regarding policies, procedures, programs and services within the facility including but not limited to topics like facility policies, usage guidelines, intramural sports, events, group fitness, club sports, personal training and etc.
7. Assist with maintenance of facility and facility equipment through ongoing inspection, monitoring reports from other facility supervisors, providing guidance to staff team on necessary areas of emphasis, replacing worn or damaged equipment items and other tasks.
8. Assist in maintaining departmental equipment inventory by assisting with record auditing.
9. Assume a lead role in the administration of the CREC Connect morale program that designs & coordinates social and play opportunities for student employees in order to enhance morale and connectedness.
10. Assist in the administration of a staff training and development system for all Campus Recreation student employees to ensure proper training on all necessary competencies.

11. Assist in tracking new applicants, hiring processes and the scheduling and instruction of the new employee orientation and annual trainings for all Camps Recreation student employees.
12. Assist with Blackboard communication software administration including updating manuals and information and continuing to build resources for all Campus Recreation student employees.
13. Maintain current CPR/AED certification during the period of employment.
14. Provide assistance with departmental sponsored special events and serve on committees in coordination with direction from your direct supervisor.
15. Serve on committees as requested.
16. Must be available for early morning, evening and weekend work as needed.

Knowledge Required for the Position:

The Graduate Assistant (Facilities and Operations) must have an understanding of the student affairs philosophy with an emphasis on the co-curricular enhancement of the student experience as it relates to the provision of recreational and leisure services to a university community. Both oral and written communication skills are necessary to effectively interact with customers and staff. The Graduate Assistant must possess knowledge of the recreational sports profession and exhibit strong management and supervisory skills. A Bachelor's Degree in a related field and/or a combination of academic and experiential training is required. CPR/AED training will be required within the first two months from a nationally recognized health and safety organization.

Responsibilities:

The Graduate Assistant (Facilities & Operations) has responsibility for providing a safe, friendly and cordial environment for facility patrons who utilize the programs and services. The position requires that the Graduate Assistant will be instrumental in all areas of student development and act as a role model and leader for the student staff.

Supervisory

The Graduate Assistant (Facilities & Operations) is the primary leader of the Student Facility Supervisors and has rotational responsibility for the supervision of all activities held within the facility, including all on-duty student staff. This position also leads a campus recreation engagement program called CREC Connect.

Guidelines

The Graduate Assistant (Facilities & Operations) must adhere to all established University Policies and Procedures; adhere to all Civil Service and Professional Staff regulations and the provisions of negotiated and approved labor contracts; and adhere to and enforce all approved policies and procedures of Campus Recreation.

Difficulty:

Complexity

The Graduate Assistant (Facilities & Operations) must have an understanding of the principles of customer service, student development and be able to communicate with members, guests, and employees from varied cultures and backgrounds. They must also be attuned to established guidelines for providing a safe environment for members, participants and guests in a recreational sports and fitness facility and setting.

Scope and Effect

The Graduate Assistant (Facilities & Operations) plays an important role in the total administration of facilities and in the personal and professional development of the student staff of Campus Recreation. These responsibilities have a direct effect on the education and health of university students, faculty, and staff; as well as their family members and members of the surrounding community.

Relationships:

Contacts

The operation of services provided by Campus Recreation requires that the Graduate Assistant (Facilities and Operations) maintain daily contact with students, faculty, staff, administrators, alumni, family and community members. This person must work well with administrators, professionals and students. Collaborative relationships with Student Affairs, Academic, Athletic and other University Departments are necessary.

Purpose

The purpose of this position is to insure the delivery of quality leisure and fitness services across the spectrum of the University community.

Environmental Demands:

Physical Requirements

The position requires a general level of physical fitness.

Work Environment

The work environment is professional, fast paced at times and developmental. Responsibilities require that the Graduate Assistant (Facilities & Operations) be able to work with frequent interruptions in a fast-paced professional environment and must be able to work under pressure. Work duties may require supervision during inclement weather. Morning and/or evening work including weekends will be required.