Position Description

Graduate Assistant - Facilities

Responsibilities: Assist with the management and operations of the Student Recreation Center. Specific areas of responsibility include but are not limited to:

- Hiring, training, scheduling, evaluating and supervision of approximately 25 Lead Equipment Attendants
- Assisting with the management of the Equipment Etc. service desk including equipment inventory and the ordering and restocking of check-out, rental and retail equipment
- Maintaining, editing and creating of information presented on the facilities staff Google site
- Assist with the oversight of the facilities staff points system and team incentive program
- Planning and facilitating monthly in-service trainings and presentations
- Assisting with the management of the South Entrance Member Services desk including supervision of Member Services staff members and development and facilitation of trainings
- Assisting with the hiring process for Customer Services Assistants
- Assisting with the coordination and operation of special events
- Continuing development and innovation of facilities area technology program
- Serve on departmental and university committees; NIRSA involvement encouraged
- Availability to work evening and weekend hours
- Assist with other duties as assigned

Texas A&M Recreational Sports Facilities:
In January 2017, the Department of Recreational Sports completed a $55 million expansion/renovation project to its flagship facility, the Student Recreation Center. Approximately 120,000 square feet of new facility space were added for recreation, events, and programs. A few highlights of the project included: expansion of the strength & conditioning area, additional multi-purpose rooms, additional indoor aquatic facility, additional gymnasium/court space, outdoor plaza & event venue and an additional facility entrance. In total, the Student Recreation Center has over 450,000 square feet of space for recreation and the facilities area has approximately 150 student staff members to help with daily operations and event management.

Qualifications:

- Bachelor’s degree
- Experience with college students and programs in recreational sports setting
- Admission to the Texas A&M Graduate School in a program of study that is directly related to Graduate Assistant position. Qualifying programs of study include, but are not limited to: Sports Management, Higher Education, Student Affairs Administration and Recreation, Park and Tourism Sciences. Other degree programs will need to be considered individually.
- The minimum requirements for acceptance into each specific program vary. Please make sure to research the qualifications and required deadline for applications. A few of the program deadlines include:
  - Higher Education & Student Affairs Administration in Higher Education – December 1
  - Sports Management (in-residence) – February 1
  - Recreation, Park & Tourism Sciences – March 1
  - Sports Management (online) – April 1
- CPR/AED and First Aid certifications (preferred)
- Experience working with Google and Fusion (preferred)
Salary, Benefits and Stipend Information:

- Full tuition waiver excluding any applicable student fees (maximum of 9 credit hours for fall and spring semesters; 6 credit hours for summer semester)
- $13.60 per hour and 20 paid hour work weeks (equals approximately $14,000 annually), eligible for merit increase in 2nd year
- 9 or 12 month position
- University medical health benefits
- Travel/professional development allowance
- No state income tax

Application Procedure: Required application materials include a letter of application, resume, unofficial transcript, GRE Scores (if applicable for intended program of study) and three reference names with telephone numbers and email addresses. All applications should be sent via email to:

Grace Grindstaff
Coordinator – Facilities
ggrindstaff@rec.tamu.edu

Closing Date: Applications will be reviewed until position is filled. For best consideration, application materials should be received by Monday, January 8, 2018. Priority will be given to individuals who can confirm submission of their graduate school application materials.

Start Date: August 1, 2018 (flexible)

For more information visit www.recsports.tamu.edu.

Texas A&M University is committed to equal employment opportunity through affirmative action.