Position Description

Texas A&M University: Graduate Assistant – Facilities

Responsibilities: Assist with the management of the Department of Recreational Sports facilities including the Student Recreation Center and satellite facilities. Specific areas of responsibility include but are not limited to:

- Hiring, training, scheduling, evaluating and supervising of approximately 25 cashiers
- Maintaining, editing and creating information presented on the facilities staff Google site
- Assisting with the hiring and training of 20+ facility receptionist/attendants each semester
- Planning and facilitating monthly in-service trainings and presentations
- 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
- Assisting with the management of the new, south entrance Member Services desk including supervision of staff members and development and facilitation of trainings
- 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 Facilities: The Department of Recreational Sports is currently in the process of completing a $55 million renovation/expansion project to the flagship facility, the Student Recreation Center. Completion of this project will add approximately 120,000 square feet of facility space for recreation, events, and programs to the already 373,000 square foot facility. A few highlights of the project include: expansion of the weight & fitness area, additional multi-purpose rooms, additional indoor aquatic facility, additional gymnasium/court space and an additional facility entrance. Rec Sports also serve as facility proctors for the Physical Education Activity Program (PEAP) Building (117,000 square feet); supervising regular activities during the evening hours and special events on the weekends. The PEAP facility hosts general recreation, intramural sports and sport club practices as well as student group meetings and activities.

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:
  - 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 and three reference names with telephone numbers and email addresses. All applications should be sent via email to Ashley Donaldson, Assistant Director – Facilities, at adonaldson@rec.tamu.edu.

Closing Date: Applications will be reviewed until position is filled. For best consideration, application materials should be received by Friday, January 29, 2016. Priority will be given to individuals who can confirm submission of their graduate school application materials.

Start Date: August 1, 2016 (flexible)

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

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