



**Part-time Position Title**

**Graduate Assistant – Operations and Events**

**Job Description**

**General Statement of Duties**

Assist the Facility Staff with the management and operations of the Student Rec Center and other facilities proctored by the Department of Recreational Sports.

**Typical Responsibilities**

- Hire, train, schedule, evaluate and supervise approximately 60 Facility Attendants and an additional 120 student staff
- Assist in the management of the Equipment Etc. service desk including equipment inventory and the ordering and restocking of check-out, rental and retail equipment
- Maintain, edit and create information presented on the facilities staff Google site
- Aid in the oversight of the facilities staff points system and team incentive program
- Plan and facilitate monthly in-service trainings and presentations
- Assist in the management of the South Entrance Member Services desk including supervision of Member Services staff members along with the development and facilitation of trainings
- Aid in the hiring process for future Facility Attendants
- Help with the coordination and operation of special events
- Maintain day locker and turnstile maintenance
- Assist with the daily and routine maintenance of the facility
- Facilitate meetings with patrons regarding facility misconduct
- Continue development and innovation of facilities area through Fusion and other software
- Serve on departmental, divisional, and university committees; NIRSA involvement encouraged
- Participate in other opportunities available through interaction with a comprehensive recreational sports program
- Assist with other duties as assigned

**Experience and Abilities**

- Bachelor's Degree & Admission to Texas A&M Graduate School
- Experience working with college students and programs in recreational sports setting

**Training**

- CPR/AED and First Aid certifications (preferred)
- Experience working with Google and Fusion (preferred)
- Complete training will be provided by the Facility Staff
- Stay up to date on required state training

**Environmental Conditions**

- Weekend and evening hours will be required
- Outdoor Exposure
- May be required to lift heavy objects

**Pay Scale**

In accordance with departmental policy, the Graduate Assistant – Operations and Events position will start at \$15.60 per hour and be eligible for merit increase in 2nd year of Graduate School.

**Learning Outcomes**

- 1) Develop, recruit and train all levels of student staff
- 2) Gain an increased level of understanding of facility staff, operations and procedures
- 3) Understand and communicate a comprehensive operating budget

## Wage, Benefits and Stipend Information

- Rec Sports will pay the in-state tuition, 9 hours for fall and spring semesters and 6 hours for summer semester. (Non-Texas residents in a field of study\* that directly relates to the assistantship can apply for a waiver from non-Texas to in-state tuition)
- \$15.60 per hour and 20 paid hour work weeks (approximately \$1,200 monthly), eligible for merit increase in 2<sup>nd</sup> year
- 9 or 12 month position
- University medical health benefits
- Travel/professional development allowance
- No state income tax
- Please make sure to research the qualifications and required deadline for applications. Programs that our Graduate Assistants have studied under and have qualified for the tuition waiver include, but are not limited to: Sport Management, Higher Education Administration, Student Affairs Administration, and Recreation, Park, and Tourism Sciences. Other degree programs will need to be considered individually by the Office of Graduate Studies.
- A couple of the graduate program deadlines include:
  - **Sport Management:**
    - In-Person: February 1, 2023
    - Distance Education (Online): April 1, 2023
  - **Recreation, Parks, and Tourism Sciences** – June 30, 2023
  - **Public Health** – May 1, 2023

## How to Apply

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:

Christian Miller, Assistant Director, Operations and Leadership, [christian\\_miller@rec.tamu.edu](mailto:christian_miller@rec.tamu.edu)

### **Closing Date:**

Applications will be reviewed until position is filled. For best consideration, application materials should be received by 5:00pm CST on Wednesday, January 18, 2022. Applications will be accepted until the position is filled. *Priority will be given to individuals who can confirm submission of their graduate school application materials. Informal interviews will begin on a rolling basis as applications come in. Formal interviews will take place after January 18th, 2022.*

### **Contact Information:**

For more information visit: [https://recsports.tamu.edu/employment\\_under\\_Part-Time\\_Employment](https://recsports.tamu.edu/employment_under_Part-Time_Employment) or contact, Christian Miller, Assistant Director, Operations and Leadership at [christian\\_miller@rec.tamu.edu](mailto:christian_miller@rec.tamu.edu) or 979.458.2479.

**Start Date:** August 1, 2022 (flexible)