



Part-time Position Title

Graduate Assistant – Banquet & Event Services

Job Description

General Statement of Duties

Assist the Associate Director for Banquet and Event Services in the daily operation and management of reserved banquet/social/teambuilding/conference events and assist in student employee training. The Graduate Assistant – Banquet and Event Services will enforce written policies regarding events in rooms; make suggestions for new or updated rules; implement staff training, and perform other duties as assigned by your supervisor.

Typical Responsibilities

- Work with student groups who have reserved events in the rooms at the Student Recreation Center.
- Hire, train, schedule, and evaluate student personnel.
- Develop student staff leadership skills through orientations, in-services, mentoring and one on one discussion. Make recommendations for guest speakers at the monthly in-service meetings.
- Edit and update manuals and assist with risk management procedures.
- Meet with student staff on an individual basis to determine areas where they excel and areas that need additional training.
- Serve on departmental, divisional, and university committees.
- 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 groups in a banquet/social setting.
- Audio/Visual skills setting up computers to ceiling mounted projectors.
- Strong leadership and organizational skills.
- Adaptably and flexibility in a dynamic and challenging atmosphere.
- Strong communication skills.

Training

- Audio/Visual skills are required. Training on specific equipment utilized at the Student Recreation will be provided.
- Familiar with an on-line event management system, such as All-Seated.
- Familiar with When to Work on-line scheduling system.
- Stay up to date on State required trainings.

Environmental Conditions

- Must be able to lift 40 pounds.
- Must be able to navigate through a very large building, with event locations spread far apart.
- Must be available to work early morning, late evening and weekend hours.

Pay Scale

In accordance with departmental policy, the Graduate Assistant – Banquet & Event Services position will start at \$13.60 per hour and be eligible for merit increase in 2nd year of Graduate School.

Learning Outcomes

- 1) Use interpersonal skills to mentor and develop others.
- 2) Demonstrate supervisory and leadership skills, including recruiting, hiring, training, scheduling, and evaluating student staff.
- 3) Identify professional development opportunities that will enhance professional growth

- 4) Demonstrates ability to interact respectfully with all people.
- 5) Demonstrate mastery of problem solving skills to effectively manage difficult situations, especially in a fast-paced office setting. (Critical thinking/problem solving skills)

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)
- \$13.60 per hour and 20 paid hour work weeks (approximately \$1,200 monthly), eligible for merit increase in 2nd year
- 9 or 12 month position
- University medical health benefits
- Travel/professional development allowance
- No state income tax
- For non-Texas residents, in order to qualify for in-state tuition, Graduate Assistants must be enrolled in a field of study that directly relates to their graduate assistantship.
- 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: Sports Management, Exercise Physiology, Sports Physiology, and Recreation, Park, and Tourism Sciences. Other degree programs will need to be considered individually by the Office of Graduate Studies
- Must be enrolled in Texas A&M Graduate School

How to Apply

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 popal@rec.tamu.edu.

Closing Date: Applications will be reviewed until position is filled. For best consideration, application materials should be received by Friday, July 24, 2020. ***Priority will be given to individuals who can confirm submission of their graduate school application materials.***

Start Date: August 10, 2020 (flexible)

Contact Information

Information is available on the Rec Sports website at: <https://recsports.tamu.edu/employment> under Part-Time Employment or you may contact Paula Opal, Associate Director, at popal@rec.tamu.edu or 979-845-3076.