



**Part-time Position Title**

**Graduate Assistant – Facilities (Two Positions)**

**Job Description**

**General Statement of Duties**

Assist with the management and operations of the Student Recreation Center.

**Typical Responsibilities**

- Hire, train, schedule, evaluate and supervise approximately 150 facility 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 of information presented on the facilities staff Google site
- Aid in the oversight of the facilities staff points system and team incentive program
- Assist with monthly in-service trainings and presentations
- Aid in the hiring process for future facility student staff
- Help with the coordination and operation of special events
- Serve as departmental liaison by meeting with student groups and university departments
- Provide on-site management and coordination of special events
- Maintain day use lockers
- Assist with daily and routine maintenance of the facility
- Facilitate meetings with patrons regarding facility misconduct
- Continue development and innovation of facilities area through Fusion, Event Management Software (EMS), and other software
- Serve on departmental and university committees; NIRSA involvement encouraged
- Availability to work evening and weekend hours
- Other duties as assigned

**Experience and Abilities**

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

**Training**

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

**Environmental Conditions**

- May require weekend and evening hours
- Outdoor exposure
- May be required to lift heavy objects

**Pay Scale**

In accordance with departmental policy, the Graduate Assistant – Facilities 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

### **About 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. 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. Additionally, the Polo Road Facility opened in the spring of 2021. Polo Road is a 30,000 square foot facility that includes a strength and conditioning room, a multipurpose room, as well as a lobby area. Texas A&M Rec Sports is anticipating completion of a new 64,000 square foot facility in the fall of 2022. Some features include a strength and conditioning room, a multipurpose room, two full length basketball courts, bouldering wall, as well as a lobby area. In addition to its indoor facilities, Rec Sports also offers the Penberthy Rec Sports Complex which consists of 50 acres of artificial and natural grass lit fields complete with a covered pavilion area with seating for 200 and a meeting room with seating for 75.

### **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 \$1,400 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:
  - **Exercise Physiology** – January 15, 2022
  - **Student Affairs Administration in Higher Education (SAAHE)** - December 1, 2021
  - **Sport Management:**
    - Face to Face: February 1, 2022
    - Distance Education: April 1, 2022
  - **Recreation, Parks, and Tourism Sciences** – June 1, 2022
  - **Sports Physiology** – January 15, 2022

### **How to Apply**

**Application Procedure** Please submit cover letter, resume, and three references, plus a copy of your transcript (can be unofficial) and GRE scores. All applications should be sent via email to [epatterson@rec.tamu.edu](mailto:epatterson@rec.tamu.edu)

**Closing Date:** Applications will be reviewed until position is filled. For best consideration, application materials should be received by Friday, February 4, 2022. **Priority will be given to individuals who can confirm submission of their graduate school application materials.**

**Start Date:** August 1, 2022 (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 Emily Patterson, Assistant Director for Facilities Operations, at [epatterson@rec.tamu.edu](mailto:epatterson@rec.tamu.edu) or 979-862-3224.