Part-time Position Title: Graduate Assistant – Facility

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 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 update 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 – Facility position will start at $13.60 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)
- $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
- 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
  - Sports Physiology – January 15
  - Sports Management (in-residence) – February 1
  - Sports Management (online) – April 1
  - Recreation, Park & Tourism Sciences – March 1
  - MBA Program – January 20 (round 2); March 10 (round 3); April 21 (round 4); May 26 (round 5)

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 epatterson@rec.tamu.edu.

**Closing Date:** Applications will be reviewed until position is filled. For best consideration, application materials should be received by Monday, January 19, 2021. *Priority will be given to individuals who can confirm submission of their graduate school application materials.*

**Start Date:** August 4, 2021 (flexible)

Contact Information

Information available on the Rec Sports website at: [https://recsports.tamu.edu/employment](https://recsports.tamu.edu/employment) under Part-time Employment or you may contact Emily Patterson, Assistant Director for Facility Operations, at epatterson@rec.tamu.edu or 979-862-3224.