Facilities and Member Services Graduate Assistant
Campus Recreation Department
Stephen F. Austin State University

Summary:
The Campus Recreation Department provides opportunities for the social, mental, and physical
development of SFA students through fitness, wellness, and sport activities. The Facilities and Member
Services Graduate Assistant manages the student employee staff who operate the recreational
facilities.

Responsibilities:

- Recruit, select, train, supervise and evaluate undergraduate student Facilities and Member
  Services staff.
- Assists in with administrative procedures including but not limited to reservations, special
  events, scheduling, security, and software maintenance.
- Develop/maintain employee policy manuals.
- Maintain accurate fiscal, payroll, incident, and accident reports.
- Assist in the research, purchase, storage, distribution, and inventory of equipment and supplies.
- Assist in the creation and implementation of Member Service policies and procedures including
  participant access, program registration, equipment checkout, and cash handling procedures.
- Approve and maintain participant access rights, including membership sales. Purchase and
  maintain open recreation equipment.
- Assists in the coordination of grounds and field maintenance.
- Manages the laundry operations, towel and locker services, and lost & found.
- Coordinate all facility tours.
- Serves as the supervising staff member on duty for the overall management of all staff,
  programs and campus recreation facilities on a rotating basis.
- Serve on departmental, divisional, and university committees as needed.
- Perform other duties as assigned by the Assistant Director - Facilities and Member Services.

Qualifications:

Required: Bachelor’s degree in Recreation, Physical Education, Kinesiology, Sport Management or a
related field. Demonstrated management skills including strong interpersonal and organizational
communication skills. Acceptance into a SFA graduate program. A valid Drivers License. Minimum one
year of experience in recreational facility management.
Preferred: Supervisory experience within a campus recreation program. A desire to enter a recreation
related field. Knowledge of student learning and student development theories is strongly desired.

Position Duration: Nine month, renewable, at-will position; summer employment available, start
date negotiable

Compensation: $1,300/ month stipend, health benefits available, out of state tuition waiver,
professional development allowance

Applications: Please send resume and cover letters to the Director of SFA Campus Recreation.