

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.