

**UNIVERSITY RECREATION
WASHINGTON STATE UNIVERSITY
GRADUATE ASSISTANT, MEMBERSHIP**

POSITION OVERVIEW

This position is primarily responsible for the management, supervision, scheduling of the membership and office staff as well as the day to day operation and administration of the membership services for University Recreation. The Membership Graduate Assistant will be responsible for training, evaluation, and supervision of facility staff.

DUTIES AND RESPONSIBILITIES

- Assist with the supervision of all membership management staff
- Aid with administrative duties such as payroll, budgeting, locker inventory, and policy compliance
- Coordinate training for facility and department staff
- Coverage of weekend and evening hours of programs and facilities as needed
- Assist with the administration and facilitation of Membership sales for University Recreation and the Faculty Staff Fitness Program
- Supervision of Membership operation in the absence of the Membership Coordinator during professional training or conferences, vacations, and sick-leave
- Assist in the management and administration of SRC membership, including troubleshooting issues, solving problems, and creating positive experiences for members
- Administrative support, assignment of staff, and supervision of special events, rentals, and event oversight
- Assist in the hiring process for Membership employees
- Provide feedback for merit increases during performance assessments
- Complete required WSU trainings/certifications and attend mandatory UREC staff meetings and trainings
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and experience in recreational facility operations and/or membership services
- Experience in staff supervision, hiring, evaluation, or training
- Knowledge and experience in point of sale and cash transactions
- Computer knowledge, including proficiency with Windows based computer system and Microsoft applications

ESSENTIAL WORK COMPETENCIES

- Ability to communicate effectively both orally and in writing with multiple constituents
- Ability to interact with people in a positive, professional manner
- Ability to enforce necessary performance standards and basic job expectations
- Ability to identify and initiate work projects and function independently
- Ability to think analytically and evaluate possible solutions
- Ability to prioritize and arrange job assignments
- Ability to be creative and innovative with new ideas
- Ability to work with difficult people and maintain control

QUALIFICATIONS

Required Qualifications:

- Acceptance to WSU Graduate program
- Bachelor's degree
- Computer knowledge, including proficiency with Windows based computer system and Microsoft applications
- Excellent written and verbal communication skills
- Ability to work collegially and collaboratively with diverse internal and external constituencies
- Demonstrated excellence in customer service skills
- Knowledge and experience in training and supervision of employees
- Exceptional attention to details

Preferred Qualifications:

- Demonstrated strong communication & interpersonal skills
- Demonstrated excellent administrative & organizational skills
- Minimum of 1 year of experience in facility management or membership services with demonstrated increasing levels of responsibilities and leadership
- Desire to pursue a career in Collegiate Recreation or Higher Education and Student Affairs

HOURS PER WEEK:

20 hours a week, weekends and evenings required

LEARNING OUTCOMES OF EMPLOYMENT

At University Recreation we are committed to providing Graduate Assistants with an experience that will prepare them for a professional career. Graduate Assistants will be asked to assume a great deal of responsibility and perform as part of the professional staff. Through employment at University Recreation and professional development opportunities, Graduate Assistants will advance in the learning outcomes listed below.

1. **Inclusion** – Effectively functions with people who have backgrounds, ideas, attitudes, and behaviors that are different from their own and creates a welcoming environment for all
2. **Leadership** – Demonstrates leadership in a professional setting
3. **Professionalism** – Demonstrates behaviors appropriate for a professional setting
4. **Wellbeing** – Articulates role of active living in contributing to individual and community health and wellbeing. Educates self and patrons regarding wellbeing concepts so that both can make choices that allow them to achieve their highest quality of life.

STARTING DATE

August 1, 2018 (staff paid hourly at \$15.50/hour until August 15). Assistantship takes effect August 16, 2018.

COMPENSATION

Approximately \$14,166 (.5 FTE) and includes waiver of tuition. Individuals are responsible for paying residual student fees each semester of approximately \$1,100 which is not covered by the assistantship. Students will receive individual medical coverage as part of the assistantship. Nine-month position (August 16 – May 15). Summer employment at hourly rate available. Individuals must reside in Washington State during employment and apply for resident status during first year of assistantship. Assistance for professional development opportunities is available.

APPLICATION PROCESS

Applications are due by March 11, 2018. Please mail or email a copy of your resume, name and contact information of 2-4 references, cover letter and application to David Grassi, 250 Student Recreation Center, Pullman, Washington, 99164-1830 or david.grassi@wsu.edu.

ADMISSION REQUIREMENTS

Requirements include a baccalaureate degree or equivalent from an accredited college or university; acceptance by the WSU Graduate School, (a GPA of 3.0 or above, official transcripts, 3 letters of recommendation are required by the Graduate School). Visit www.gradschool.wsu.edu for more information. Applications to the Graduate School are due by January 10, 2018 for priority acceptance. Some colleges require earlier application – please view application deadlines for program of interest.

EEO/AA/ADA