UNIVERSITY RECREATION
WASHINGTON STATE UNIVERSITY
GRADUATE ASSISTANT, FACILITIES

POSITION OVERVIEW
Primarily responsible for the management, supervision, scheduling, operation, and control of recreation facilities to ensure a safe, clean, and secure environment. Graduate Assistant will be responsible for training, evaluation, and supervision of facility staff. Successful candidates will demonstrate knowledge and experience in training and supervision of employees. Minimum of 1 year of experience in facility management or assistant management with demonstrated increasing levels of responsibilities is preferred.

DUTIES AND RESPONSIBILITIES
- Assist with the supervision of all recreation service and facility management staff.
- Aid with administrative duties such as payroll, budgeting, inventory, and policy compliance.
- Coordinate training for facility and department staff.
- Coverage of weekend and evening hours of programs and facilities.
- Supervision of the operation in the absence of the Facilities Coordinator during professional training or conferences, vacations, and sick-leave.
- Assist in the evaluation and ordering of recreational, fitness, and weight equipment.
- Administrative support, assignment of staff, and supervision of special events, rentals, and event oversight.
- Assist in the interview process of all recent hires of staff.
- Provide feedback for merit increases during performance assessments.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES
- Knowledge and experience in recreational facility operations.
- 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 manner.
- Ability to enforce necessary performance standards.
- 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

Preferred Qualifications:
- Demonstrated strong communication & interpersonal skills.
- Demonstrated excellent administrative & organizational skills.
- Minimum of 1 year of experience in facility management or assistant management with demonstrated increasing levels of responsibilities.

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 achieve the learning outcomes listed below.

Leadership
1. Demonstrate leadership in a professional setting
2. Produce effective communication and conflict resolution
3. Identify practical and efficient decision making methods

Well-being
1. Employ appropriate and professional interpersonal skills
2. Demonstrate effective time management
3. Identify the basic components to leading a healthy lifestyle

Cultural Competency
1. Evaluate personal strengths and weaknesses
2. Determine suitable behavior in a culturally diverse environment
3. Recognize individuals’ potential and contributions within the community

STARTING DATE
August 1, 2019 (staff paid hourly at $16.50/hour until August 15). Assistantship takes effect August 16, 2019.

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 November 25, 2018. Please email a letter of application, Graduate Assistant application (available at urec.wsu.edu/who-we-are/employment), and resume to Cameron Adams (cameron.adams@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, 2019 for priority acceptance. Some colleges require earlier application – please view application deadlines for program of interest.

EEO/AA/ADA