POSITION OVERVIEW

Primarily responsible for the management, supervision, scheduling, operation, safety and security of shared facilities used by Intercollegiate Athletics, College of Education, and University Recreation (Smith Gym, Physical Education Building, Bohler Gym, and Hollingbery Fieldhouse) and University Recreation playfields (Valley Road, Grimes Way, Rogers-Orton, and South Fairway). Graduate Assistant will be responsible for hiring, training, evaluation, and supervision of approximately sixteen recreation supervisors.

DUTIES AND RESPONSIBILITIES

- Assist with the hiring, supervision, and evaluation of recreation supervisors, lifeguards and facility management staff
- Aid with administrative duties such as payroll, budgeting, inventory, and policy compliance
- Coverage of weekend and evening hours of programs and facilities
- Administrative support, assignment of staff, and supervision of special events, rentals, and event oversight
- Coordinate training for facility and department staff
- Assist in the evaluation and ordering of recreational, fitness, and weight equipment
- Supervision of operations in the absence of the Assistant Director, Aquatics & Shared Facilities or Aquatics Coordinator during professional training or conferences, vacations, and sick-leave
- Assist in the interview process of all recent hires of staff
- Participation in bi-annual cleaning of the SRC as well as general supervision of facility cleanliness
- 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
- Desire to pursue a career in Collegiate Recreation or Higher Education and Student Affairs
- Lifeguard Certification
**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, 2021 (staff paid hourly at $18.00/hour until August 15). Assistantship takes effect August 16, 2021.

**COMPENSATION**
Approximately $15,561 (.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 December 1, 2020. Please complete our application and upload your resume/cover letter [online](#).

**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](http://www.gradschool.wsu.edu) for more information. Applications to the Graduate School are due by January 10, 2021 for priority acceptance. Some colleges require earlier application – please view application deadlines for program of interest.

**University Recreation** ([www.urec.wsu.edu](http://www.urec.wsu.edu))
The Department of University Recreation at Washington State University supports the educational mission of the university by providing integrated and comprehensive recreational, wellness and fitness programs and services to a diverse campus community. Committed to fostering active, healthy lifestyles, the department enriches campus life through excellence in programs, services and facilities. Programs and services include Intramural Sports, Outdoor Recreation Center, Fitness & Instruction, Sport Clubs, Challenge, Aquatics and Youth Programs. University Recreation facilities include the Chinook Student Center, Student Recreation Center, Outdoor Recreation Center, outdoor playfields, 3 pools and shared indoor facilities. Comprehensive marketing, facilities scheduling and maintenance programs support all departmental operations.

**Washington State University**
Washington State University (WSU) is a comprehensive land-grant research institution with campuses in Pullman, Spokane, the Tri-Cities, Vancouver, and Everett. More than 20,000 undergraduate and graduate students are served by the Pullman campus in some 300 fields of study. The University is one of the largest residential universities in the West. Pullman offers a friendly, small-town living environment. Visit: [www.pullmanchamber.com](http://www.pullmanchamber.com) for information about Pullman and WSU.

*Washington State University is an EEO/AA educator/employer*