

## Graduate Assistant – Facility Operations

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### **General Description:**

The Graduate Assistant will be responsible for the management, supervision, scheduling, operation and control of the Student Recreation Center to ensure a safe, clean, and secure environment. This includes the daily management of drop-in recreation at the Student Recreation Center. Nighttime and weekend supervision may be required.

### **Job Duties:**

#### ***Personnel Management:***

- Recruit, hire, train, schedule, supervise, discipline, and evaluate over 50 students
- Plan and conduct bi-weekly manager meetings
- Plan and conduct three weight room deep clean and in-service trainings each semester
- Revise staff manual yearly

#### ***Facility Management:***

- Evaluate, implement and maintain Risk Management plan
- Assist in the supervision of the weight room and cardio areas
- Manage the purchasing, inventory, and maintenance of all program equipment

#### ***Professional Development:***

- Be a contributing member of Student Success Program Committees
- Present at regional and national professional conferences and workshops
- Travel to other institutions to learn about and evaluate policies, procedures, challenges, and successes.

#### ***Fiscal Management:***

- Oversee cash handling procedures, sales and deposits
- Assist in Campus Recreation membership sales, records and retention efforts
- Monitor student wage payroll

#### ***Statistics and Evaluation:***

- Evaluate facility staff each semester via verbal and written evaluations
- Prepare, administer, and report semester and annual program evaluations and assessments.

#### ***Promotion:***

- Create, produce and disseminate advertising materials for Facility Operations at SRC
- Create new marketing strategies for targeted groups

#### ***Special Programming:***

- Provide alternative recreation activities
- Coordinate special events and staff at the SRC
- Promote student awareness and retention efforts on campus such as New Student Orientation and Bobcat Days

### **Required Qualifications:**

- Bachelor's Degree in Recreation Administration, Exercise Science, or related field.
- Pursue Texas State degree in Recreation & Leisure Services, Exercise Science, Student Affairs Higher Education, Interdisciplinary Studies or related field.
- Maintain current American Red Cross CPR/First Aid/AED Certifications
- Microsoft Office knowledge and general computer skills

### **Preferred Qualifications:**

American Red Cross CPR/First Aid/AED Instructor Certification

**Terms of Employment:**

- The GA position averages 20 hours per week
- The GA must be skilled in multi-tasking and available to work evenings and weekends
- The GA will participate in professional activities at the local, state, and regional level.
- Two-year appointment, 12 month appointments for first year.
- Salary: First year \$1,317.00

**Selection Procedure:**

This assistantship is open until filled. Review of application begins \_\_\_\_\_. For more info, call 512-245-0872.

Please send a resume, cover letter, and three (3) professional references to:

Victor Hernandez

[victorhernandez@txstate.edu](mailto:victorhernandez@txstate.edu)