

UNIVERSITY of  
NORTHERN COLORADO



*Campus Recreation*

## **Job Description**

### **Graduate Assistant – Facilities & Operations**

University of Northern Colorado

Greeley, CO

#### **Job Description**

The Graduate Assistant (GA) for Operations is a vital member of Campus Recreation's management team. Reporting to the Assistant Director (AD) of Facilities and Operations the position is responsible for leadership and supervision in the areas of building operations, aquatics, and special events/rental groups. The ideal candidate possesses a strong dedication to customer service, excellent organizational and time management skills, and the maturity to supervise undergraduate student employees. In addition experience in the areas of facility management and operations, aquatics, and special event/rental groups is strongly preferred. The GA and AD of Facilities and Operations will work collaboratively to provide building coverage and supervision of all events and programs. Evening and weekend hours are expected, as is collaboration and support for other areas of Campus Recreation as deemed necessary.

#### **Major Responsibilities:**

- Hire, train, schedule, supervise, and evaluate student staff in the following positions: Building Supervisor, Open Recreation Attendant, Special Event Staff, and Lifeguard.
- Assist in the development and enforcement of policies and procedures for both Campus Recreation patrons and student staff.
- Provide supervision and support during evenings and weekends as deemed necessary.
- Track, reconcile, and approve biweekly student-employee payroll.
- Conduct regularly scheduled meetings and trainings with student staff.
- Act as a department liaison for special events and rental groups utilizing the Campus Recreation Center.
- Represent Campus Recreation at university events including meetings, recruitment efforts, and special events.
- Manage the ProShop operations including sales, service, and rental equipment.
- Assist with the management of the Operations budget including expense/revenue reports and quarterly report statistics.
- Assist with the maintenance and inventory of fitness equipment.
- Assist with the marketing and scheduling of the Campus Recreation Center.
- Other duties as assigned.

#### **Required Qualifications:**

- 1-3 years of experience in campus recreation or related field.
- Bachelor's Degree in Recreation, Physical Education, Sports Management, or related field.
- Cumulative 3.0 or higher grade point average.
- Enrollment in University of Northern Colorado University Graduate Studies program

#### **Preferred Qualifications:**

- Red Cross Lifeguarding certification and/or Water Safety Instructor certification
- Experience utilizing RecTrac Management Software.
- Student employee supervision experience.
- RecTrac Management software experience

**Salary:** Stipend of \$12,662 plus full tuition waiver. This position is a 34week appointment with potential summer work available. Employment dates: August 1<sup>st</sup> – May 15<sup>th</sup>. Two-year commitment preferred.

For more information or questions please contact **Brad Logar at 970-351-1996 or Brad.Logar@unco.edu**. Application material can be found at [www.unco.edu/campusrec](http://www.unco.edu/campusrec). Position will remain open until filled. Review of applications will begin February 20<sup>th</sup>.