POSITION TITLE: Graduate Assistant, Campus Recreation Facilities and Operations (Master’s level)

SUPERVISOR TITLE: Coordinator of Facilities and Operations

AREA: The Graduate Assistant of Operations will assist the Assistant Director of Facilities and Operations in all areas of day-to-day operations of the Campus Recreation Center. They will assist with staff management procedures of approximately 50 student staff, including: operations team, aquatics, and service staff. All staff are well-trained for customer service, emergency response, and program implementation.

POSITION EXPECTATIONS: The main responsibility of the Facilities and Operations Graduate Assistant position is to provide will help oversee all areas of the Campus Recreation Center including the strength and conditioning area, 3 gymnasiums, elevated jogging track, fitness rooms, and other recreational areas. They will also have responsibilities with member services, locker services, pro-shop, lost and found, informal recreation, open swim, and event rentals. This is accomplished by the following expectations:

Personnel and Staff Development – 30%
- Assist in the hiring, training, supervising, and evaluating student staff in the following positions: Building Supervisors, Open Recreation Attendants, Facilities Assistants, Facility Technicians, Special Event Staff and Lifeguards
- Manage payroll and timesheets for student employees in supervised areas.
- Develop strategies to for employment engagement and satisfaction.
- Provides leadership, training, and oversight for management software for member access and services, Pro Shop sales and rentals, and daily transactions.

Program Management – 30%
- Develops informal recreation programming during weeknights.
- Develops, publicizes, and implements evening and weekend recreation programs and activities to provide quality services to Campus Recreation Center members and to aid in the recruitment and retention of students.
- Schedules and coordinates events and activities in the Campus Recreation Center through 25 Live, including classes, practices, recreational programs, and special events.
- Collaborates with the office of Conference Services and Event Planning regarding external renal groups and summer camps.
- Collaborate with campus partners to increase student/department reservations in the Campus Recreation Center

Facilities and Risk Management – 25%
- Assist in overseeing the day-to-day operations in the Campus Recreation Center including customer service, risk management, light custodial and Pro Shop services
- Provide supervision and support during evenings and weekends as deemed necessary.
- Assist in the maintenance and inventory of fitness equipment.
- Implements the risk management plan for the Campus Recreation Center with an emphasis on first aid, evacuation procedures and rule enforcement.

Administration and General Responsibilities – 15%
- Maintain daily office hours and assist in daily operations of facilities and events, including assisting with the management of all related recreation management software programs.
- Assist in the evaluation of industry trends and campus needs related to the assessment and improvement of the facilities, operations, services and equipment.
- Obtain CPR, First Aid, AED Instructor Certification during the first year and help instruct certification classes offered by the department.
- Assist with On-Call responsibilities, especially in the evenings and on weekends.
- Serve on committees both within the Department of Campus Recreation and across campus. Develop and foster relationships with other campus departments, student organizations, and community partners.
- Participate in departmental responsibilities for marketing, outreach, events and staff development, such as, but not limited to: event planning and management (RecFest), New Student Orientation presentations, promotional events (University Bizarre), and student employee development (trainings) and recognition (banquet).
- Serve on the department marketing committee to assist with program and department promotions, advertising, and engagement.
- Assist in the continued university and department effort to provide a welcoming environment and equitable approaches to policy and practice for the campus community through inclusive facilities, programs, services and staff.
- Other duties as assigned, and as outlined in the department “Graduate Assistant Expectations’ Agreement.
PROFESSIONALISM AND ROLE MODELING

- Campus Recreation staff are expected to uphold policies outlined in the Housing & Residential Education Handbook, Student Rights and Responsibilities Code of Conduct, and/or Federal and State laws.
- All staff members should suitably carry themselves when interacting with supervisors, peers, campus partners, community members, and students.
- Maintain an effective working relationship with all people in the working environment and UNC community.
- Demonstrate good written, listening, and oral communication skills.
- Demonstrate quality decision-making and evaluative skills.

MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:

- This position is remunerated with graduate, in-state tuition for up to 9 credit hours per semester.
- This position has a minimum GPA requirement of 3.0
- The individual occupying this role should maintain good standing, both academically and conduct-wise, with their respective graduate program and the university overall.
- Bachelor’s degree and full-time enrollment in a University of Northern Colorado graduate degree program
- Knowledge about Campus Recreation operations and programs
- Demonstrate a professional commitment to diversity, equity, inclusion, and social justice
- Demonstrate ability to be attentive and provide detailed descriptions
- Ability to work independently, as well as in a team environment
- Ability to create and maintain professional, creative, and flexible work environments
- Ability to effectively manage multiple, competing priorities
- Previous leadership experience
- Some event planning experience
- Experience with or deep knowledge around supervising students and/or student organizations
- High degree of organization and strong administrative & communication skills
- Experience with Microsoft Office, Outlook, and Qualtrics
- Facility in navigating social media platforms (Facebook, Instagram, Twitter, Snapchat)
- Familiarity with RecTrac software
- Facility, Operation, Event Management experience
- Aquatics experience

TRAINING COMMITMENTS:

- Mandatory training is held before the start of both the fall and spring semesters. Training is held on the weekends before the first day of the corresponding semester.

COMPENSATION:

- This position is remunerated with graduate, in-state tuition for up to 9 credit hours per semester. Additionally, there is a monthly stipend for eighteen (18) hours per week that begins on August, 15. Graduate students classified as out-of-state will be responsible for covering the difference in tuition and fees.

CONTRACT PERIOD FOR POSITION:

The Facilities and Operations Graduate Assistant position is for a nine-month period. The contract is for one full academic year (consecutive Fall and Spring semesters). The contract period includes all pre-service and in-service training.

EMPLOYMENT OUTCOMES:

In this position, you gain a wide range of career readiness skills recognized by the National Association of Colleges and Employers (NACE). As a result, of performing the job responsibilities of the Graduate Assistant of Facilities and Operations position students will increase their knowledge, skills, and abilities in the following highly employable areas:

- **Critically Think/Problem Solving** – Executing sound reasoning while analyzing issues, making decisions, and overcoming obstacles.
- **Oral/Written Communication** – Expressing thoughts/ideas clearly and effectively both in-person and in written form.
- **Teamwork/Collaboration** – Building strong collaborative relationships with peers and university/community partners, while demonstrating working through healthy conflict management.
- **Leadership** – Leveraging the strengths of others to achieve a common goal, managing emotions, using empathy to guide and motivate others while organizing, prioritizing, and delegating workloads.
- **Professionalism/Work Ethic** – Demonstrating personal accountability, effective work habits, integrity/ethical behavior, acting with the interests of the larger community in mind, and can learn from mistakes.
- **Equity and Inclusion** – Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, abilities, and religions. Demonstrating inclusiveness and the ability to interact respectfully with all people and gain an appreciation of individuals’ differences.
- **Career Management** – Identifying and communicating one’s skills, strength, knowledge, experiences, and areas of professional growth relevant to desired career goals. Able to navigate and explore job options, career next step opportunities and self-advocate for those opportunities in the workplace.
LEARNING OUTCOMES: As a result of successful completion of the Facilities and Operations assistantship, the graduate assistant will be able to:

- Demonstrate advising and helping skills related to analyzing group dynamics, facilitating group decision-making and goal setting, manage conflict, appropriately mentor students and student staff and exhibit strong active listening skills.
- Identify systematic barriers to equity and inclusiveness to advocate for and implement means of addressing obstacles.
- Model and exercise appropriate and effective techniques for supervising student staff related to issues of morale, behavioral expectations, conflict resolution, and performance issues.
- Apply advanced leadership skills about motivating, influencing, inspiring and empowering others to contribute to the effectiveness and success of an organization.
- Effectively utilize skills learned to navigate multiple levels of conflict.

CAMPUS RECREATION MISSION: Campus Recreation is a student fee funded department that provides an inclusive environment for students to develop healthy behaviors and personal skills. We provide various active experiential learning opportunities within the department programs of Competitive Sports, Fitness & Wellness, Aquatics, Outdoor Pursuits, and Informal Recreation. Through Campus Recreation programs and employment, students will experience personal growth through critical thought and ethical principles; teamwork and civil engagement; diverse cultural perspectives; development of transferable skills; and the cultivation of healthy practices. Our values of inclusivity, collaboration, equity, diversity, well-being, and personal growth are at the core of our programming and staff development. We proudly strive to build a community and culture that is centered on these values.

TO APPLY:
Please submit a résumé or curriculum vitae (including three professional references – name, title, relationship description and length, phone number, and email address) and cover letter detailing interest in the position to John Stephens, Assistant Director of Facilities and Operations, at john.stephens@unco.edu.

APPLICATION DEADLINE: The application deadline for this position is Friday, April 15th at 5:00pm.

FOR MORE INFORMATION, PLEASE CONTACT:
John Stephens
970-351-1996
john.stephens@unco.edu