Recreation & Wellness
Facility Operations Graduate Assistant

Purpose
The purpose of the Recreation & Wellness Graduate Assistant of Facility Operations is to assist the Assistant Director of Facility & Event Operations with administrative responsibilities pertaining to the operations of the Student Recreation Center including, but not limited to, staffing, facility scheduling, and programming for Informal Recreation.

Responsibilities
The general responsibilities of the GA will include, but not be limited to:
- Serves as an official representative of the Recreation & Wellness Department during duty hours.
- Recruit, hire, train, supervise, schedule, and evaluate student employees.
- Coordinate Informal Recreation inventory control process.
- Provide facility and event supervision.
- Oversee safety, security, and risk management issues for facilities and events.
- Develop and manage policies and procedures for facilities.
- Assist with Recreation & Wellness special events and other duties as assigned.

Qualifications
- Bachelor’s Degree in Recreation, Sport Management, or related field.
- Experience in facilities management, informal recreation or related field.
- Experience in employee supervision and staff training.
- Demonstrate strong leadership and organizational skills, and a strong work ethic.
- Possess good written and verbal communication skills.
- CPR, First Aid, and AED certification.
- Proficient with Word, Excel, and Publisher.

Knowledge and skills derived from experience
- Facility management.
- Inventory management.
- Personnel management and student development.
- Risk management and emergency response.
- Customer service and relations.

Suitable Academic Majors
Sports Management, Recreation Tourism Management, Exercise Science, Physical Education

Hours and Wage
The GA position requires 20 hours per week on an established schedule that fits with the student’s course demands, which will include weekdays, weeknights, weekends, and some holidays. A stipend of $10,000 will be paid over the fall and spring semesters. There is a 61% tuition and fees waiver for eligible out-of-state students. A full tuition waiver will be offered for Ph.D. students. Funding for professional development opportunities is also provided. Summer employment may be available. Employment contract runs August 10, 2019 through May 9, 2020 and maybe renewed based on performance evaluation.
**Application Process**

Applications will be accepted until the position is filled; however, preference will be given to applications received by February 19, 2019. Please submit a letter of application, resume, three references, current GPA, and GRE score (or date when taking) to the address below.

**Applications submitted via bluefishjobs.com will not be reviewed**

Mail: Old Dominion University  
Recreation & Wellness  
4700 Powhatan Avenue, Suite 1207  
Norfolk, VA 23529-0200

Email: recwell@odu.edu

*NOTE: The application deadline for graduate academic programs may vary; however, the deadline for the Sports Management program is March 1, 2019.*

**Old Dominion University is an equal opportunity, affirmative action employer and requires compliance with the Immigration Reform Act of 1986.**