

# **Facility Operations Graduate Assistant**

## **Student Engagement & Enrollment Services, Recreation & Wellness**

**Number of Positions:** 1

**Job Summary:** The Recreation & Wellness Graduate Assistant of Facility Operations assists 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.

**Office Website:** <https://www.odu.edu/recwell>

### **Duties & Responsibilities:**

- 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.

### **Required Skills/Abilities:**

- 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.

### **For More Information, Please Contact:**

Ryan Jumper, Assistant Director for Facility & Event Operations, 1207 Student Recreation Center, 757-683-4602, [rjumper@odu.edu](mailto:rjumper@odu.edu)

**Position Reports to:** Ryan Jumper

### **Knowledge and Skills Derived from Experience**

- Facility management
- Inventory management
- Personnel management and student development
- Risk management and emergency response
- Customer service and relations

**Compensation:** 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.

**Length of Assistantship:** 10 months

**How to Apply:** If you are able - [Complete this online application!](#) If you cannot click hyperlink, then please visit the following website to complete an online application:

<https://form.jotform.com/203424681891156>



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