



**Facility Operations Graduate Assistant
Student Enrollment, Engagement & Services
Recreation & Wellness**

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 & Well-Being Center including, but not limited to, staffing, facility scheduling, and programming for Informal Recreation.

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

Contact: recwell@odu.edu

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.

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 \$15,000 will be paid over the fall and spring semesters. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: 10 months

