

**University of West Georgia**  
**University Recreation**  
**Division of Student Affairs and Enrollment Management**

**Operations and Student Development Graduate Assistantship**

**Start Date: August 3, 2020 (9.5 Month Appointment)**

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The Operations and Student Development Graduate Assistant will assist the Assistant Director of Facilities and Events in the overall organization and administration of comprehensive leadership development and training. This position will work in collaboration with the department and graduate assistants and will serve as the direct supervisor for 13+ building managers responsible for the safety and security of the Campus Center. This position requires a flexible schedule including non-traditional work hours, ability to assist with campus wide and Campus Center events, and other duties as assigned.

**Responsibilities**

- Hire, manage, train, and evaluate when necessary a building manager staff of approximately 13 students while providing late night and evening coverage as necessary for Campus Center operations
- Coordinate, develop and lead the departmental annual All Staff Training, WeRec Leadership Series (professional development sessions) and WeRec employee incentive program with professional and student committee
- Review incident and accident reports submitted by managers and submit a UWG Cares report as necessary
- In collaboration with the event and facility operations graduate assistants, assist in the hiring and training of operations employees totaling approximately 85 student staff
- Manage departmental risk management drills in accordance to the Campus Center Emergency Action Plan
- Obtain American Red Cross instructor certification and hold classes to certify and drill University Recreation employees
- Coordinate and maintain records from University Recreation student employee recruitment sessions
- Attend monthly professional development opportunities including Student Affairs and Enrollment Management divisional meetings, University Recreation staff meetings, and graduate assistant development workshops (4%)

**Professional Development:**

In addition to the above-stated work responsibilities, all Graduate Assistants in University Recreation at the University of West Georgia are expected to engage in regular professional development opportunities and organized collaborations as a cohort. These experiences are designed to prepare Graduate Assistants for success as professionals and broaden their understanding of University Recreation as a whole.

**Required Qualifications:**

A Bachelor's degree in Recreation, Sports Management, Education, Business Management, or other related field;

admission into a UWG graduate program; excellent verbal and written communication and customer service; ability to work collaboratively with students, faculty, staff, and the community.

**Preferred Qualifications:**

Collegiate recreation experience; motivated, enthusiastic, and attentive to detail; current CPR/First Aid/AED certification.

**Benefits/Pay:**

Assistantships are 9.5 (August-mid May) month appointments with a stipend of \$7,600 in addition to full tuition provided with the option to continue work from mid-May - July.

Note: Additional funds are allotted each year for the option of summer employment and professional development opportunities. Graduate Assistantships are a two-year commitment.

**Preferred Graduate Programs:**

College Student Affairs, Public Administration (Public Health), Sports Management

**Application Material:**

Applications will be accepted until the position is filled. Candidates are encouraged to apply as soon as possible to be scheduled for interviews. For questions regarding the position, please contact Manica Pierrette, Assistant Director of Facilities and Events at [mpierret@westga.edu](mailto:mpierret@westga.edu).

Interested applicants should apply online via <https://jobs.westga.edu/postings/18538> include with their application a cover letter stating your interest in the position and three professional references.