Graduate Assistant for Facility Operations
10-month position: August-May
(Summer Work Available)

Responsibilities:

• Assist the Specialist for Informal Recreation in the supervision of staff and the administration of daily facility operations for the Ramsey Student Center. These duties include, but are not limited to, maintaining records and reports, monitoring the daily and special event calendar, providing an accurate inventory of supplies, and special event coverage.
• Enforce Recreational Sports Policies including but not limited to: discipline, facility usage, risk management, etc.
• Maintain personnel files and assist with the recruiting, hiring, training, scheduling and development of staff.
• Hold regular staff meetings and leadership development programs to enhance learning objectives for employees.
• Provide evening and weekend supervisory coverage at Ramsey Student Center as needed (including home football game weekends, UGA Women’s Volleyball Games, etc.).
• Assist with the facility security and access to the Ramsey Student Center.
• Provide supervisory coverage in the absence of the Specialist for Informal Recreation.
• Maintain and uphold the standards set forth in the Departmental Handbook and Facility Training Manuals.
• Serve as a liaison to UGA Facilities Management, UGA Athletic Association and UGA Academic Departments.
• Input and update information within Fusion and on the departmental website.
• Work cooperatively with other Rec Sports Staff Members and assist with departmental special events as needed.
• Perform other duties as assigned.

Qualifications:

• Maintain current American Red Cross CPR/AED and First Aid certifications.
• Bachelor’s degree in Recreation, Sport Management or related field; preferably two years experience in a campus recreation program.
• Strong leadership skills, oral/written skills and interpersonal skills.
• Accepted to a graduate program at The University of Georgia.

Please note the following Graduate School deadlines at the University of Georgia:

• Depending on your desired area of study, you will have to meet certain deadlines for applications. Find a full list of graduate degree programs and their respective deadlines [here](#).
• Many Graduate Assistants for Recreational Sports choose programs housed within the College of Education (Sports Management & Policy, Athletic Training, etc.). A listing of those and other related programs can be found [here](#). Please make note of application deadlines specific to the program you are interested in.
• Listings of Graduate School deadlines can be found [here](#).