Facility Operations
Graduate Assistant Position Description
2017-2018

10-MONTH POSITION BEGINNING AUGUST 1, 2017

RESPONSIBILITIES:
1. Assist in the supervision of staff and the administration of daily facility operations for the Ramsey Student Center, Rec Sports Complex, Club Sports Complex and Health Sciences Campus Complex. 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 setting up for special events and special event coverage.
2. Enforce Recreational Sports Policies including but not limited to: discipline, facility usage, risk management, etc.
3. Maintain personnel files and assist with the recruiting, hiring, training, scheduling and development of staff.
4. Hold regular staff meetings and leadership development programs to enhance learning objectives for employees.
5. Provide evening and weekend supervisory coverage at Ramsey Student Center, Rec Sports Complex and Club Sports Complex as needed (including home football game weekends, UGA Women’s Volleyball Games, etc.).
6. Assist with the facility security and access to the Ramsey Student Center.
7. Provide supervisory coverage in the absence of the Specialist for Facility Operations and Events.
9. Work cooperatively with other Rec Sports Staff Members and assist with departmental special events as needed.
10. Perform other duties as assigned.

QUALIFICATIONS:
1. Maintain current American Red Cross CPR/AED and First Aid certifications.
2. Bachelor’s degree in Recreation, Sport Management or related field; preferably two years experience in a campus recreation program.
3. Strong leadership skills, oral/written skills and interpersonal skills.
4. Accepted to a graduate program at The University of Georgia.
Thank you for your interest in being a graduate assistant in the Department of Recreational Sports at the University of Georgia. Please make sure that you submit your application and corresponding materials via our [online application form](http://grad.uga.edu/). Thanks and Go Dawgs!

Please be aware that offers for assistantship positions are contingent upon acceptance into the University Graduate School and the specific degree program you are applying for. Varying deadlines exist for all applications and it is the responsibility of the applicant to beware of these and apply accordingly.

Deadline to apply to the Graduate School is July 1, 2017 for domestic applicants to start classes for the Fall 2017 semester. However, specific graduate programs have separate AND earlier deadlines (see below). Applicants MUST be accepted into the Graduate School before they can be accepted into the degree program of their choice. [http://grad.uga.edu/](http://grad.uga.edu/)

**Common graduate programs that other Rec Sports graduate assistants have been enrolled in:**

- Foods and Nutrition in the College of Family and Consumer Science: [http://www.fcs.uga.edu/college/ms-programs](http://www.fcs.uga.edu/college/ms-programs)

- Exercise Science, Sport Management and Policy, or Physical Education in the Department of Kinesiology: [http://www.coe.uga.edu/academics/degrees/ms/kinesiology](http://www.coe.uga.edu/academics/degrees/ms/kinesiology)

- Higher Education Administration in the Institute for Higher Education: [http://ihe.uga.edu/graduate-programs/med](http://ihe.uga.edu/graduate-programs/med)

- Master of Public Health in the College of Public Health: [http://www.publichealth.uga.edu/academics/mph](http://www.publichealth.uga.edu/academics/mph)

There are many graduate degree programs offered at the University of Georgia. If you have questions, please feel free to contact us at [recsports@uga.edu](mailto:recsports@uga.edu).