

Sport Programs Facility Operations Graduate Assistant

Date Range: August, 2024 – May 15, 2025

Sport Programs Facility Operations Graduate Assistant:

The Sport Programs Facility Operations Graduate Assistant shall maintain a role in overseeing the day-to-day operations at all Sport Programs Facilities including the Owls Nest and Perch. Management of student employees, oversight of internal and external event reservations, assistance in risk management and preventative maintenance. Should strive to develop and progress the Sport Programs Facilities. The position will uphold the Department of Sports and Recreation mission, vision, and values throughout work and participation in programs. This position will be primarily based on the Kennesaw campus but may require some travel between Kennesaw and Marietta campuses.

Responsibilities:

- Manage & supervise student staff at the Owls Nest and Perch including, hiring, training, scheduling, supervising, disciplining, and evaluating student employees.
- Assist in maintenance of employee record database with hire documents, certifications, referral records, incident reports, and evaluations/assessments.
- Provide feedback and recommendations for Sport Programs events and facilities based on campus community feedback, comments, interactions.
- Execute Sport Programs, internal user groups, and external user group events including – event set-up and teardown, game management, risk management, student staff supervision, participant relations, and reservation requests.
- Assists in the creation and monitoring of the Sports & Recreation Facility Operations budget in the areas of student wages, operational supplies, revenue, etc.
- Work with marketing team for marketing and promoting Department of Sports & Recreation Sport Programs facilities including outreach, generating interest, and assessing the campus student population for interest in Sports Programs.
- Produces and reviews appropriate reports and forms including but not limited to Shift Reports, Facility Work Orders, Accident Reports, Misconduct Reports, and Incident Reports
- Monitor facilities webpages and platforms for current and accurate information regarding hours and operations.
- Monitor and maintain all aspects of facilities inventory, and documentation of maintenance.
- Adhere to departmental risk management plans, be prepared to administer basic first aid and emergency care on-site.
- Available to work non-traditional hours as needed that include nights and weekends.
- Other duties as assigned.

Required Qualifications:

A Bachelor's degree in Recreation, Sports Management, Physical Education, or other related field; strong communication and customer service skills; ability to collaboratively work with students, faculty, staff, and the community. Collegiate Recreation program experience. Experience with management of events. Requires walking or standing frequently; occasional sitting for long periods of time; occasional lifting of objects up to 45lbs; and frequent lifting or carrying of objects up to 45lbs.

Preferred Qualifications:

Two years' collegiate recreation program experience; American Red Cross CPR/First Aid Instructor certification; experience utilizing Fusion and/or other recreation management software and/or Connect2 software, ability to work with a diverse group; maintenance and repair experience; career aspirations in recreational sports; motivated, enthusiastic, and attentive to detail.

Stipend and Waiver

Candidates must be a full-time student in a two-year graduate program. This program carries a full tuition waiver (in- state or out-of-state), as well as a \$18.75/hour stipend. This appointment will begin August of 2024 and conclude in May of 2025 a second year is contingent on academic and job performance. The position is expected to work 20 hours per week, including days, nights, and weekends. Student fees, school application fees, and other expenses will be the responsibility of individual filling this position.

In order to receive final offer, candidates must be accepted to a Graduate Program at Kennesaw State University and have an approved Tuition Waiver.