East Stroudsburg University Recreation Center

Graduate Assistant: Facilities

This part-time position (20 Hours) in the Recreation Center will work under the supervision of the Director of the Recreation Center. The Graduate Assistant will gain on the job learning and experiences on how to manage two recreation facilities. The student will be directly responsible for assisting with the operations, maintaining equipment, and managing staff.

Duties

- Assist in recruiting, training, scheduling, supervising, and evaluating student personnel.
- Implement risk management procedures.
- Implement staff/leadership development programs.
- Directly responsible for the service desks’ (fitness center and control desks) operations.
- Supervise night, weekend, and/or holiday Recreation Center Activities and programs.
- Assist with equipment inventory, general and preventative maintenance, purchase, and set-up/break down.
- Develop promotional materials that include: brochures, newsletters, fliers and handouts.
- Oversee the staff accountability program.
- Ensure the cleanliness of the facility and equipment (i.e. sweep/mop floors and clean windows, tables, and equipment as needed).
- Serve in regular rotation as a Facility Manager.
- Responsible for operating University and SAA, Inc. vehicles.
- Additional position responsibilities will be tailored to meet the professional goals of the student.
- Perform other related duties as assigned by the Director or Assistant Directors of the Recreation Center or the Executive Director of the Student Activity Association, Inc.

General Requirements

- Maintain 3.0 GPA in Master’s Program at ESU
- Maintain Current CPR, Fist Aid and AED Certifications
- Bachelor’s Degree
- Acceptance into a Masters Degree Program at ESU (Each Master’s program has different acceptance requirements)

Preferred Qualification

- Experience in recreation programming
- Bachelor’s Degree in Exercise and Sport Science, Kinesiology, Physical Education, Recreation, Sports Management, Administration or related field.