



Graduate Assistant Job Descriptions

General Job Functions

All graduate assistants are required to work a minimum of 20 hours per week and register for a minimum of six credit hours. In addition to area specific responsibilities, all graduate assistants will be responsible, but not limited to the following:

- Represent and market University Recreation in a professional manner at University functions and through professional presentations and reports
- Develop facility and risk management skills through weekend on-call shifts, facility rentals and rotational facility manager shifts during first semester employed by department
- Develop new programming ideas along with budgets associated with events
- Manage staff through recruitment, hiring, bi-weekly payrolls, recognition events and evaluations
- Attend all scheduled staff and weekly performance management meetings with supervisor
- Work with various, diverse student groups across campus
- Serve on special event committees (departmental and campus-wide)
- Assist in long-range planning for the department's programs and facilities

Student Development

The Graduate Assistant for Student Development is responsible for the overall supervision of the student staff that operate the Student Recreation Center on a daily basis. The GA for Student Development is the main contact for all employees and works to create a positive, healthy work environment for all employees. Some additional duties of the GA for Student Development include, but are not limited to:

- Create and distribute monthly newsletter
- Plan and facilitate staff trainings, in-services and meetings
- Chair the Student Employee Board
- Monitor and log daily shift reports from Facility Managers

Facilities

The Graduate Assistant for Facilities is responsible for the overall supervision and operations of facilities operated by University Recreation. These facilities include the Student Recreation Center, Intramural Sports field complex and Seelye Center. Some additional duties of the GA for Facilities include, but are not limited to:

- Assist with compliance of risk management issues and concerns
- Monitor, log and submit work orders for repairs to facilities
- Maintain and make minor repairs to facility equipment
- Work with Assistant Director of Intramural Sports on maintenance of open recreation equipment and lockers

Intramural Sports

The Graduate Assistant for Intramural Sports is responsible for the development, implementation and evaluation of the Intramural Sports program for students, faculty, staff, alumni and other Student Recreation Center members. Some additional duties of the GA for Intramural Sports include, but are not limited to:

- Schedule, supervise and rule reviews of assigned leagues and tournaments
- Assist with administration of climbing wall, open recreation and special event programs
- Train and evaluate sports officials, site managers and office assistants
- Create end of sport and end of year summaries for programs

Fitness & Zest For Life

The Graduate Assistant for Fitness is responsible for the supervision, administration, planning, promoting and expansion of the Group Fitness, Personal Training and Zest for Life Employee Wellness programs. Some additional duties of the GA for Fitness include, but are not limited to:

- Develop, promote, & facilitate the SRC Aerobics Instructor Training program and Employee Wellness programs such as Annual Poker Walk and Healthy Rewards Incentive program
- Manage the SRC Personal Training program & conduct patron fitness assessments as needed
- Develop educational fitness/wellness materials, programs and workshops for students, staff and SRC members
- Monitor daily class participation and pass purchases