Position Title: Graduate Assistant for Facilities/Operations

Reports to: Dr. Christopher Denison, Director/Recreation Services; 319-273-7160; Wellness and Recreation Services, WRC 101, University of Northern Iowa, Cedar Falls, Iowa, 50614-0201; christopher.denison@uni.edu

Terms of Employment:

- For the fall semester: 20 hours per week, beginning August 22, 2016 and ending December 16, 2016. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 9, 2017 and ending May 5, 2017. Does not include the week of Spring Break.

Compensation:

- Full assistantship salary for 2016-17 will be $5044 per semester.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:

- Assists with managing the EMS event scheduling program
- Creates and manages the work schedules of Wellness and Recreation Center Facility Managers
- Assists with the training and development of Wellness and Recreation Center Facility Managers
- Participates in committee/departamental meetings for purposes of program planning and development
- Assists with program assessment
- Assists with implementation and oversight of recreational programs as needed
- Completes Facility Manager shifts as needed
- Provides tours of recreation and athletic facilities as needed
- May assist with development, implementation, and evaluation of youth camps

Qualifications:

- Must be a full-time, degree seeking student in a UNI graduate program (e.g., Postsecondary Education: Student Affairs; Health Promotion, Leisure/Recreation or other closely related field preferred)
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
• Experience assisting with program planning, marketing and implementation
• Possess strong interpersonal and organization skills
• Demonstrate evidence of competent writing and oral communication skills
• Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner
• A working knowledge of Microsoft Office (required) EMS scheduling software (preferred)
• Ability to communicate effectively with a diverse population
• B.A. degree in leisure, recreation, health or related field preferred

**Application Process and Deadline:** To apply, email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships), a letter of application, resume, and email addresses and telephone numbers of three (3) references to: Timothy Klatt, Associate Director/Recreation, timothy.klatt@uni.edu.

Applications received by April 18, 2016 will be given preferential consideration.