University of Northern Iowa
Recreation Services

Position Title: Graduate Assistant Operations

Reports to: Dr. Kristy Leen, Operations Coordinator; 319-273-7167; Recreation Services, WRC 101, University of Northern Iowa, Cedar Falls, Iowa, 50614-0201
kristy.leen@uni.edu

Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.
- Conduct Welcome Desk, Fitness Area, Health Beat, Weight Room, Mobile, and Rover shift visits

Compensation:
- Full assistantship salary for 2018-19 will be $5176 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 daily operations and management for the Fusion software system
- Assist with hiring, supervision, and evaluation of Welcome Desk and Fitness Supervisor staff
- Assist with creating and managing the work schedules for Welcome Desk and Fitness Supervisor staff
- Assist with updating and managing staff training manual
- Assist with Emergency Action Plans
- Assist with the training and orientation for new Welcome Desk and Fitness Supervisor staff
- Assist with maintaining personal records for the Welcome Desk and Fitness Supervisor staff
- Assist with maintaining the inventory Welcome Desk check-out and sale equipment inventory
- Assist with preparing quotes for equipment for the workout facility
- Assist with operations and maintenance
- Assist with providing information and processing membership/guest service requests
- Participates in committeedepartmental meetings for purposes of program planning and development
- Assists with program assessment
- Assist with Special Projects
- Assist with operations and maintenance
Qualifications:

- Must be a full-time, degree-seeking student in a graduate program (e.g., Postsecondary Education: Student Affairs; Health Promotion, Leisure/Recreation or other related field preferred)
- Must be enrolled in 9 graduate credits each semester of the assistantship.
- Maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- B.A. degree in leisure, recreation, health or related field preferred
- Experience assisting with program planning, student employee development, marketing and facility operations
- 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)
- Ability to communicate effectively with a diverse population

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 30, 2018 will be given preferential consideration.