Facilities Graduate Assistant

PROGRAM OVERVIEW
Campus Recreation and Wellness at East Carolina University provides the following programs and services for the campus community: wellness, intramural sports, physical activity & fitness, informal recreation; club sports; adventure leadership programs; summer camps; and special events. Facilities include a state of the art 150,000 square foot Student Recreation Center, an 18-acre multi-sport field complex, a team challenge course, and a 129-acre sports complex which includes eight sport fields, a six-acre lake, disc golf course, boathouse, walking/jogging trails, outdoor fitness equipment, sandy beach area, beach volleyball courts, and an Odyssey challenge course.

UNIVERSITY
East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of over 29,000 students, making it North Carolina’s fourth largest institution of higher learning. The main campus is adjacent to downtown Greenville, NC, a city of over 70,000 people. Greenville is the hub of the eastern North Carolina coastal plain and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and within easy driving distances of coastal resorts and the Outer Banks.

REQUIREMENTS FOR CANDIDACY
Bachelor’s degree required from an accredited college or university. Preference is given to candidates specializing in recreation or facility operations, leadership development or related studies. Possession of a Bachelor’s degree in a related field of study with a minor in business, liberal arts, or a field of study which meets the requirements listed above is required. Applicants must possess an academic background which will satisfy the graduate entrance requirements of East Carolina University. Previous experience in recreation or facility operations, leadership development or recreation administration is desired. Experience at the collegiate level in the organization and administration of campus recreation programs and operations. Evidence of leadership and interpersonal communication skills suited to a rapidly growing, diversified university community. Familiarity with web maintenance and development preferred. Current certifications in CPR/First Aid & AED must be maintained during periods of employment. Certification must be obtained within 60 days of hire. Duties will require weekend and evening hours. Must maintain current driver’s license and satisfy university driving standards.

SCOPE OF POSITION
As a result of this graduate Assistant position, students will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

• Human & Organizational Resources: Includes knowledge, skills and attitudes used in the selection, supervision, motivation, and formal evaluation of staff, conflict resolution; management of the politics of organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology use, crisis management, risk management and sustainable resources.
• Leadership: Addresses the knowledge, skills, and attitudes required of a leader, whether it be a positional leader or a member of the staff, in both an individual capacity and within a process of how individuals work together effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.

Campus Recreation and Wellness empowers student employees to become leaders by gaining valuable experience within a departmental Student Staff Leadership framework.

RESPONSIBILITIES
The Facilities Graduate Assistant is expected to fulfill the following general responsibilities:

• Participate in the student selection process, supervision, evaluation and payroll oversight for the CRW Facility Managers and Club Site Supervisors.
• Provide facility supervision in the absence of full time staff at the SRC, North Recreational Complex, Blount Fields and the HSC Recreation and Wellness Center as needed.
• Assist with administration of an integrated sports care and site supervision plan incorporating facilities, facility managers, sports care attendants, and club sports site supervisors to streamline CRW operations.
• Assist with facility management with an emphasis on large events such as organization fairs, tournaments, etc.
• Monitor website and social media to increase visibility of facilities and aquatic/safety services.
• Promote CRW facilities, club sports, aquatics and safety services through print, electronic, and personal contact (i.e. newsletters, website, open houses, etc.) in a professional manner.
• Assist with the CRW assessment administration process to report student engagement.
• Assist with the scheduling/reservations, record keeping and logistical planning of intramural sports, club sports, fitness/group fitness programs, EXSS, Kinesiology, special events, ECU community and Greenville community events that take place at the SRC, NRC and Blount fields.
• Assist with administration of Safety Services programs, record keeping and documentation, and departmental risk management.
• Professional Development: Participate in activities that will enhance the graduate assistant’s skills and preparation towards future goals.
• Attend meetings and participate in workshops held by ECU and Student Affairs.
• Serve on various committees as assigned and benchmark with other universities.

DATES OF EMPLOYMENT & COMPENSATION
• Expected work dates are January 3, 2018 – May, 15, 2018 (excluding all student observed Holidays).
• Stipend of $5,200.00, for 4 months. Professional development support is available. Additional opportunities are available for summer income. Full In-State Tuition. Out of state students are responsible for paying the amount of the difference between out of state and in-state tuition. All students are responsible for payment of student fees.
• This is typically a 2-year position with a satisfactory evaluation required to continue on to second year.
• Position is open until filled. Applicant review will begin immediately.

APPLICATION PROCESS
Apply for this position via the website www.ecu.edu/SAgarp. Along with the electronic application, prepare to upload a cover letter, updated resume, and list of three references including name, phone number and email address. For further information about this specific Graduate Assistantship, contact Janis Steele at (252) 328-1571 or steelej@ecu.edu.

Federal Law requires proper documentation of identity and employability at the time of employment. It is requested that this documentation be included with your application. East Carolina University is an affirmative action, equal opportunity employer and as such encourages applications from qualified women and minorities.