



APPALACHIAN STATE UNIVERSITY
University Recreation (UREC)
Graduate Assistant for Facilities (Operations)

Appalachian State University invites interested applicants for the position of **Graduate Assistant (GA) for Facilities (Operations)** to become a part of the University Recreation (UREC) team as we facilitate an inclusive environment where recreation and wellness opportunities transform, engage, and care for the App State community.

The **Graduate Assistant (GA) for Facilities (Operations)** is primarily responsible for working with the Associate Director of Facilities and the other GA for Facilities (Supervision) to assist in the day-to-day supervision and operations of the UREC Services facilities that include the Student Recreation Center, Quinn Recreation Center, and Mt Mitchel. With a team of two GAs for Facilities and with the purpose of providing a comprehensive assistantship experience both GAs will switch responsibilities after their first year.

Major areas of supervision and administration responsibilities by GA position for their first year:

- *Operations:* Facilities Scheduling, Event Manager, and Liaison with UREC Program areas
- *Supervision:* Facility Supervisors, Risk Management, and Technology Support

This position serves on the UREC Leadership Team and reports directly to the Associate Director of Facilities.

You will succeed in this position if you are committed to

- Advocate for diversity, equity, and inclusion.
- Facilitate and nurture a teamwork environment.
- Provide advising and support to individuals and groups through direction, feedback, critique, referral, and guidance. Education approach vs rule enforcer approach.
- Embrace and inspire a vibrant, active, and engaged community.
- Be available to work in a flexible schedule that requires some evenings, weekends, and designated holidays.

Who we are

You will join a UREC team that is creating an exciting environment, values collaboration, innovation, and inclusion, and is welcoming to all App State students, faculty and staff. We are creating a risk-taking workplace that supports the voices and contributions of employees at all levels, listens, and responds to our community. At University Recreation (UREC) we believe in an equitable University Recreation community with opportunities for everyone, with everyone. Learn more about UREC at this [link](#)

You will have the opportunity to

1. Facilities Operations (1st year of assistantship)

- Facility Scheduling and Event Management
 - Serve as the main UREC contact for all incoming Facility Reservation Requests for all UREC Facilities (Student Recreation Center, Quinn Recreation Center, Mt Mitchell, Pool, Climbing Gym, Gym Courts, Classrooms, and State Farm Fields).

- Review incoming scheduling requests, review for possible scheduling conflicts, and schedule facility spaces according to University policies and guidelines. Advise UREC partners and off-campus groups on UREC scheduling policies, risk management policies, and scheduling procedures.
- Coordinate the equipment needs in the above-mentioned facilities including the setup, teardown, and renting of equipment. i.e. volleyball equipment, flag football equipment, tables/chairs, audio/visual, etc.
- Serve as a Liaison with all UREC program areas to ensure all scheduled facility reservations and events have been coordinated and communicated to the program staff in advance, adequate staffing levels have been determined and achieved, gym equipment has been reserved, appropriate closures have been communicated to patrons, and the post-event follow-up has been conducted with each customer.
- Review the UREC Facility Schedule on a daily basis. Ensure all classrooms and meeting spaces are set up appropriately and all other activity areas are set up appropriately for open recreation times.
- Lockers Services
 - Responsible for locker room management including locker point-of-sales, locker refunds, locker renewals, and coordinating locker cleanout on a semesterly basis.
 - Perform an annual locker room audit to ensure accuracy of men's and women's locker rooms i.e. locker availability, locker fees, lock assignments, etc.
- Student Development
 - Work with Housekeeping and Mechanic Supervisors to assist with oversight of the day-to-day operations and student staff training as it relates to housekeeping and maintenance operations/management (Facilities Tech Team)
- Fiscal Management
 - Assist with all budgetary decisions related to the equipment Front Desk account.
 - Assist with "Informal Recreation" equipment purchases and ensure the quality of gym equipment for daily check-outs at the front desks.
 - Maintain an accurate, up-to-date inventory of all Gym Equipment and follow-up with patrons on damaged equipment items.

2. Facilities Supervision (2nd year of assistantship)

- Facility Supervisors
 - Train Facility Supervisors to educate UREC policies by providing advising and support to student members and groups through direction, feedback, critique, referral, and guidance.
 - Coordinate and co-lead with Associate Director of Facilities the mentorship, recruitment, hiring, training, supervision, and evaluation of student staff of 40-50 Facility Supervisors and 1-2 student Facilities Program Managers.
 - Plan and execute weekly and monthly training and development meetings for the Facility Supervisors.
 - Create and monitor the Facilities Supervisor's schedule, monitor employee shift trades, and approve employee requests for time off.
 - Implement and execute a performance evaluation process with a focus on the student-centeredness approach to develop transferable skills and self-awareness.
 - Facilitate and develop a culture of care and learning environment that contributes to building a sense of belonging that supports UREC's mission, vision, and values.

- Risk Management
 - Develop, coordinate, and lead Risk Management and Safety training for Facility Supervisors.
 - Monitor CPR/First Aid Certifications for the Facility Supervisors and Facility Techs Teams to ensure certifications are valid and up-to-date.
 - Assist with the review and update of UREC facilities standards operating procedures and risk management plans.
 - Monitor facilities usage, conduct routine walks, and advise on the overall appearance of the UREC facilities (Quinn Recreation Center, Student Recreation Center, and Mt Mitchell).
- Technology Support In conjunction with the Coordinator of Member Services
 - Assist in developing Standard Operating Procedures and Training Materials for Fusion Point-of-Sale Transactions, Activity Registrations, Locker Reservations, Equipment Rentals, and Facility Reservations. Lead workshops and staff training on how to operate and utilize Fusion and other UREC software.
 - Collaborate to oversee the daily management, operations, regular maintenance, and troubleshooting of all recreation management software including Fusion, Connect 2 Concepts, and TimeClock Plus.
 - Work closely with the Electronic Student Services to troubleshoot computing hardware including printers, iPads, computers, etc.
 - Assist with the oversee the daily management and operations of the UREC Fusion software management. Assist with identifying and troubleshooting common technical issues and provide technical support to achieve desired system performance.

2. *Equity, Diversity, and Inclusion (both years of assistantship)*

- Hold self, students, and staff members accountable to departmental expectations of creating an inclusive environment at UREC through communication platforms.
- Incorporate social justice and inclusion competencies into practice through seeking to meet the needs of all groups, equitably distributing resources, and raising social consciousness.
- Maintain sensitivity to different perspectives and identities.
- Challenge cultural norms to perform change.

3. *Leadership and Support (both years of assistantship)*

- Participate and actively engage in the UREC Leadership Team initiatives by model UREC mission and vision.
- Contribute to department-wide initiatives and opportunities through participation in committees, work teams, and tasks to contribute to the mission of UREC.
- Teach CPR, AED, and First Aid classes for University Recreation Student Staff and App State community participants.

At a minimum, you should have

- Previous experience working in a collegiate recreation setting.
- Current certifications requirements
 - American Red Cross CPR, AED, and First Aid Instructor certification (or willingness to become certified in the first three months of employment).
- Academic requirements:
 - Unconditionally accepted into a Graduate School Program or working toward the completion of a Master's Degree at Appalachian State University.
 - Maintaining a cumulative GPA of 3.0 or above.

The preferred candidate will have

- Previous experience as a Facility Supervisor in a collegiate recreation setting.
- Experience using Fusion software or any other membership software
- Knowledge and experience in training and supervision of employees

Hours

The Graduate Assistant will work on average 20 hours per week. Because of the work with students and events, there will be night and weekend work periodically.

Salary and Benefits

- Stipend: \$9,000 per year (divided equally among the fall and spring semesters)
- In-state tuition scholarship: ~\$4,300 per year divided equally among the fall and spring semesters (final amount will be equal to approved in-state tuition)
- June and July employment is available at an equivalent hourly rate after your first year of employment.
- Professional Development Funds: \$300.00
- Parking Pass: \$276.00

How to apply

Contact Eddie Simmons, Associate Director of Facilities, at simmnsed@appstate.edu with the following materials:

1. Current Resume
2. Statement of interest which includes reference to the minimum qualifications.
3. List of at least three professional references.
4. GPA upon graduation
5. GRE (verbal, quantitative, & writing) scores. [Exam Waiver Information](#)

Deadline to submit applications is February 28th of 2022.

Priority will be given to applications received before January 31st of 2022.

Position is open until filled.

[More information at the Graduate Assistant Preview Program \(GAPP weekend\)](#)

This position is anticipated to start on August 1st of 2022 with the option of starting July 1st of 2022.

Please be aware that offers for assistantship positions are contingent upon acceptance into the University Graduate School and the specific [degree program](#) you are applying for. [Varying deadlines](#) exist for all applications, and it is the responsibility of the applicant to beware of these and apply accordingly. Applicants MUST be accepted into the [Graduate School](#) before they can be accepted into the degree program of their choice.

Some commonly related graduate programs with the offered graduate assistantship:

- [Master of Arts in Student Affairs Administration \(SAA\)](#)
- [Master of Arts in Higher Education](#)
- [Master of Science in Exercise Science](#)
- [Master of Public Administration](#)
- [Master of Business Administration](#)

More about App State University: As the premier public undergraduate institution in the state of North Carolina, Appalachian State University prepares students to lead purposeful lives as global citizens who understand and engage their responsibilities in creating a sustainable future for all. The Appalachian Experience promotes a spirit of inclusion that brings people together in inspiring ways to acquire and create knowledge, to grow holistically, to act with passion and determination, and to embrace diversity and difference. Located in the Blue Ridge Mountains, Appalachian is one of 17 campuses in the University of North Carolina System. Appalachian enrolls more than 20,000 students, has a low student-to-faculty ratio and offers more than 150 undergraduate and graduate majors. Learn more at <https://www.appstate.edu/about/>

More about Boone: Boone is a college town in the best sense — a place where people say hello on the street and a vibrant downtown is just a block from campus. Its eclectic hub, known as King Street, features specialty shops, restaurants, and cultural attractions. The surrounding Blue Ridge Mountains attract outdoor enthusiasts year-round for hiking, skiing, snowboarding, mountain biking, cycling, fishing, kayaking, rock climbing, and other activities. Learn more at this [link](#)

Appalachian State University is strongly committed to achieving excellence through cultural diversity. The University actively encourages applications and nominations of members of historically underrepresented groups.