Job Description

Position Title: Graduate Assistant for Operations and Student Development

Office: Campus Recreation

Reports to: Associate Director of Operations

Date: 2015

Primary Purpose: Reporting to the Associate Director of Operations, this position will implement, administer, and refine facility and training programs for Campus Recreation. Specific emphasis on daily facility operations, student staff training and development, and employee hiring.

Essential Job Function:

- To organize and facilitate the recruitment, hiring procedures, training, scheduling processes, evaluation, and supervision of 40+ student facility, membership, rockwall, and fitness attendant employees within the RecPlex.
- To conduct initial training and orientation sessions for all RecPlex student employees, ensuring that employees understand basic competencies in all job-related functions, departmental and university policies and procedures, and directory information for all applicable programs, services, and related opportunities.
- To conduct on-going training for all RecPlex student employees beyond the initial training. This training should both review and expand upon the basic competencies previously learned with the outcome of providing superior service to all patrons and members of the RecPlex facility.
- To organize Rockwall Belay certification and CPR/First AID/AED trainings for facility employees.
- To create, develop, and implement a department-wide supervisor preparatory training program aimed to prepare students to succeed in supervisory roles throughout the department.
- To assist in the formal and informal evaluation of all student-employees a minimum of once per academic semester for the purpose of performance improvement and professional development.
- To demonstrate regular visibility to both the student-staff and all RecPlex members, including working during early-morning, late-night, and weekend shifts.
- To assist in the review and revision, as needed, of current employment disciplinary action policies and to enforce those policies for all employees and staff members.
• To create and continually update various training manuals for the implementation of changing policies, new employee information, and professional development opportunities.
• To volunteer for various events held within the Department of Student Affairs (DOSA).
• To participate in the evaluation process of professional candidate search committees.
• To participate in various committees associated with the Campus Recreation Employment Program: Director’s Advisory Committee, FUN Committee, and the Campus Recreation Incentive Committee.
• To complete other relevant duties as assigned.

Additional Job Functions (as established by ADA standards):

Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applications or employees with disabilities and will make reasonable accommodations when necessary. The following are abilities and physical requirements for all positions at the University.

• Ability to orally communicate effectively with others, with or without the use of an interpreter.
• Ability to communicate effectively in writing, using the English Language, with or without the use of auxiliary aids and services.
• Ability to work cooperatively with colleagues and supervisory staffs at all levels.
• May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.
• May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils, calculators, computer keyboards, and telephones.
• May be required to transport oneself to other campus offices, conference rooms and, on occasions, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

Minimum Qualifications:

• Bachelor’s Degree from an accredited university in a relevant discipline
• Prior relevant experience, preferably in a university setting
• Proficient use of Microsoft Suite including Excel, Word, Outlook, PowerPoint, and Publisher
• Previous experience with CSI access and membership programs and/or WhenToWork employee scheduling program (preferred)