Job Description

Position Title: Graduate Assistant for Campus Recreation Staff Training and Development

Office: Campus Recreation

Reports to: Associate Director for Campus Recreation

Date: Summer 2013

Primary Purpose: Reporting to the Associate Director of Campus Recreation, this position will implement, administer, and refine training and development programs for the entire campus recreation student employee base, with specific emphasis on programs for students who work within facility operations. Specific responsibilities are as follows:

Essential Job Function:

• To recruit, hire, train, schedule, and supervise the student staff of the RecPlex. This is a group of approximately 75-80 students who serve as facility supervisors, service desk attendants, fitness floor attendants, and climbing wall attendants.

• To conduct initial training for all RecPlex student-employees, ensuring basic competencies in all job related functions, knowledge and understanding of departmental and university policies and procedures, and basic directory information for all Campus Recreation programs, services, and 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.

• To assist in the monthly offering and delivery of training programs to the entire Campus Recreation student-employee base. These trainings should be both functional and developmental in nature and be relevant to the broad scope of employees. Example include customer service, conflict resolution, First Aid/CPR, career exploration, and beyond.

• 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 both formally and informally evaluate all student-employees a minimum of once per academic semester for the purpose of performance improvement and professional development.

- To order and track disposable equipment purchases related to the successful operations of the entire NSU RecPlex.

- To serve as building supervisor as needed.

- To demonstrate regular visibility to the student-staff and RecPlex patrons, to include early mornings, late nights, and weekends.

- Provide superior customer service to all RecPlex patrons.

- Engage students in taking active roles in the maintenance of the RecPlex

**Additional Job Functions:**

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.