



### Event Operations Graduate Assistantship

Start Date: August 1, 2017 (9.5 Month Appointment)

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#### Event Operations Graduate Assistant:

The Event Operations Graduate Assistant will be responsible for managing the day to day event operations of University Recreation within the Campus Center. This will include facility reservations, operating supplies, payroll and management of student staff to include First Aid and CPR/AED training. The Event Operations Graduate Assistant is expected to assist with special events held within the Campus Center as well as mandatory University events such as move-in day, graduation, orientation, convocation, etc. This position requires a flexible schedule including non-traditional work hours and other duties as assigned.

#### Responsibilities:

- Reports to and works collaboratively with the Coordinator of Events
- Provides leadership in the areas of program/services, registrations, facility reservations and event management
- Hires, manages, trains, disciplines, and evaluates an Event Management staff of approximately 25 student employees
- Responsible for the set-up and execution of all meetings and special events that take place in the Campus Center
- Coordinates walk-throughs with event organizers to determine event needs, scope, and event specifics
- Responsible for processing, scheduling and confirming 1,700+ facility reservations annually and placing confirmed events into the Innosoft Fusion (departmental facility scheduling system)
- Assists in the creation and monitoring of the UREC Event Management program budget of approximately \$80,000 particularly in the areas of student wages, operating supplies such as: A/V equipment repair and replacement, event management supplies, event revenues, etc.
- Assists the Coordinator of Events with a monthly budget reconciliation for student wages and operational expenses
- Prepares a monthly report highlighting updates, areas that need improvement, personnel training, development and other statistical information.

#### Required Qualifications:

A Bachelor's degree in Recreation, Sports Management, Physical Education, or other related field; strong communication and customer service skills; ability to collaboratively work with students, faculty, staff, and the community.

#### Preferred Qualifications:

Two years' collegiate recreation program experience; motivated, enthusiastic, and attentive to detail; ability to work with a diverse group; career aspirations in recreational sports; CPR/First Aid Instructor certification; experience utilizing Fusion and/or other recreation management software

#### Benefits/Pay:

Assistantships are 9.5 (August-mid May) month appointments with a stipend of \$7,600 in addition to full tuition provided with the option to continue work from mid-May - July. Additional funds are allotted each year for professional development opportunities. Graduate Assistantships are a two-year commitment.

#### Graduate Programs:

(please specify program of interest in cover letter)

College Student Affairs, MBA, Public Administration (Public Health)

#### Application Material:

All applications submitted by January 13, 2017 will be reviewed and considered. Applications submitted after January 13th will be reviewed with consideration of previous applicant deadline.

Interested applicants should submit (1) a cover letter stating your interest in the position and graduate program, (2) resume and (3) three professional references, and (4) GPA & GRE scores

Submission can be either electronic (Graduate Assistant Application Form) or mail to the following address:

University of West Georgia  
University Recreation  
c/o Manica Pierrette, Coordinator of Events  
1601 Maple St, Carrollton, GA 30118