

# Graduate Assistant – Facilities and Risk Management

## Campus Recreation

### Position Summary

The Graduate Assistant – Facilities & Risk Management assists the Assistant Director of Facilities and Risk Management in coordinating the operations of the Foster Recreation Center.

### Supervisor

Reports to the Assistant Director of Campus Recreation – Facilities and Risk Management

### Essential Functions

1. Assist with the development of training materials and facilitate training and educational sessions with a focus on customer service and risk management needs for all FRC staff.
2. Assist with the hiring, training, scheduling and supervision of Building Managers, Red Cross Instructors, Lifeguards, and Head Lifeguards.
3. Coordinate and assess risk management protocols of Campus Recreation.
4. Maintain complete records for entire Campus Recreation department including audits, course records and other related documents.
5. Coordinate, with the assistance of the Assistant Director- Facilities & Risk Management, on American Red Cross courses, risk audits and safety audits, daily schedule monitoring and follow-up, communication with instructors and Campus Recreation departmental staff, and providing the utmost customer service to patrons.
6. Evaluate and maintain student staff training and extensive knowledge of Risk Management in the building.
7. Support the Assistant Director- Facilities & Risk Management with set-up of special events and Aquatics or Risk Management trainings and courses, as needed.
8. Responding to emergency situations in accordance with established methods and procedures.
9. Submit work orders in a timely manner for any repairs needed to the pool or other equipment.
10. Performing water quality tests for the pool and spa using a test kit.
11. Adding chemicals to the pool and/or spa, when necessary, if trained to do so.
12. Assist in maintaining accurate payroll records for student staff.
13. Performing other duties as assigned.

### Other Responsibilities

1. Assist with special projects and assignments as requested.
2. Attend all required meetings: division and department-wide.
3. Serve on internal and University committees, as needed.



## Education, Experience and Skills Required

1. Must meet all requirements outlined by the Graduate Assistantship contract.
2. A student leadership, customer service, and management background is preferred.
3. American Red Cross Standard First Aid and CPR Instructor Certification is preferred or the ability to obtain within the first 3 months of employment.
4. Good communication, customer service, organization, and leadership skills.
5. Must be comfortable with responding to incidents and accidents and training entry-level student employees in such practices.
6. Required to work up to 20 hours per week.
7. Report to work two weeks prior to the start of the fall semester; report one week prior to the start of spring and summer semesters.

## Terms Available

- 1st year- Fall & Spring semesters (9-month position)
- 2nd year - With positive review
- Summer - Possible employment

## Application Procedures

Please complete this [application](#) and attach all pertinent application materials.

## Pertinent application materials:

- Official Graduate Assistantship Application
- Resume
- Cover letter
- Any certifications

If you have any questions about the position or program feel free to reach out to Campus Recreation at [campusrecreation@missouristate.edu](mailto:campusrecreation@missouristate.edu).