



## Facility Operations Graduate Assistant Student Engagement & Enrollment Services Recreation & Wellness

**Job Summary:** The Recreation & Wellness Graduate Assistant of Facility Operations assists the Assistant Director of Facility & Event Operations with administrative responsibilities pertaining to the operations of the Student Recreation Center including, but not limited to, staffing, facility scheduling, and programming for Informal Recreation.

**Office Website:** <https://www.odu.edu/recwell>

**Contact:** [recwell@odu.edu](mailto:recwell@odu.edu)

### Duties & Responsibilities:

- Serves as an official representative of the Recreation & Wellness Department during duty hours.
- Recruit, hire, train, supervise, schedule, and evaluate student employees.
- Coordinate Informal Recreation inventory control process.
- Provide facility and event supervision.
- Oversee safety, security, and risk management issues for facilities and events.
- Develop and manage policies and procedures for facilities.
- Assist with Recreation & Wellness special events and other duties as assigned.

### Required Skills/Abilities:

- Bachelor's Degree in Recreation, Sport Management, or related field.
- Experience in facilities management, informal recreation or related field.
- Experience in employee supervision and staff training.
- Demonstrate strong leadership and organizational skills, and a strong work ethic.
- Possess good written and verbal communication skills.
- CPR, First Aid, and AED certification.
- Proficient with Word, Excel, and Publisher.

### Knowledge and Skills Derived from Experience

- Facility management
- Inventory management
- Personnel management and student development

p: 10 months

