



UNIVERSITY OF GEORGIA

Recreational Sports

Student Affairs

Facility Operations Graduate Assistant Position Description 2022-2023

9-MONTH POSITION BEGINNING AUGUST 1, 2022

RESPONSIBILITIES:

1. Assist in the supervision of staff and the administration of daily facility operations for the Ramsey Student Center, Rec Sports Complex, Club Sports Complex and Health Sciences Campus Complex. These duties include, but are not limited to, maintaining records and reports, monitoring the daily and special event calendar, providing an accurate inventory of supplies, and setting up for special events and special event coverage.
2. Enforce Recreational Sports Policies including but not limited to: discipline, facility usage, risk management, etc.
3. Maintain personnel files and assist with the recruiting, hiring, training, scheduling and development of staff.
4. Hold regular staff meetings and leadership development programs to enhance learning objectives for employees.
5. Provide evening and weekend supervisory coverage at Ramsey Student Center, Rec Sports Complex and Club Sports Complex as needed (including home football game weekends, UGA Women's Volleyball Games, etc.).
6. Assist with the facility security and access to the Ramsey Student Center.
7. Provide supervisory coverage in the absence of the Coordinator for Facility Operations.
8. Maintain and uphold the standards set forth in the Departmental Handbook and Facility Training Manuals.
9. Work cooperatively with other Rec Sports Staff Members and assist with departmental special events as needed.
10. Perform other duties as assigned.

QUALIFICATIONS:

1. Earned Bachelor's degree in Sports Administration, Recreation, or related field.
2. Acceptance into a graduate program in a related field at the University of Georgia.
3. American Red Cross first aid and CPR with AED certification required.
4. Must be available to work by August 3, 2020

Thank you for your interest in being a graduate assistant in the Department of Recreational Sports at the University of Georgia. Please make sure that you submit your application and corresponding materials via our [online application form](#). Thanks and Go Dawgs!

Please be aware that offers for assistantship positions are contingent upon acceptance into the University Graduate School and the specific degree program you are applying for. Varying deadlines exist for all applications and it is the responsibility of the applicant to beware of these and apply accordingly.

Please follow [this link](#) to learn about domestic application deadlines for the UGA Graduate School. However, specific graduate programs have separate AND earlier deadlines (see below). Applicants MUST be accepted into the Graduate School before they can be accepted into the degree program of their choice.

<http://grad.uga.edu/>

- Stipend for 9.5-month (August thru mid-May) assignment: \$22,483.00
- Summer employment is available after your first year of employment.
- All graduate students pay a \$25/semester tuition plus applicable fees; information on fees can be found at www.bursar.uga.edu. All students on assistantship are required to have health insurance and mandatory health insurance premiums will be deducted from your assistantship paycheck unless students qualify for to opt out of the University System's insurance plan. More info on health insurance can be found at www.hr.uga.edu/students.

Common programs that former Rec Sports graduate assistants have been enrolled in:

- Master of Science in Kinesiology
 - [Athletic Training](#)
 - [Exercise Physiology](#)
 - [Sport Management and Policy](#)
 - [Strength, Conditioning, and Fitness](#)
- [Master of Education in College Student Affairs Administration](#)
- [Master of Education in Higher Education Administration](#)

There are many graduate degree programs offered at the University of Georgia. If you have questions, please feel free to contact us at recsports@uga.edu.