



Facilities and Event Planning – Graduate Assistant

Two Positions Available

Start Date: June 1, 2016

Description:

The Department of Physical Education, Recreation, and Dance is currently seeking two Facilities Graduate Assistants for the 2016-2017 academic year to learn from and contribute to the overall daily function of the Fitness and Recreation Center, its programs and events.

The position is offered to an accepted candidate in a BU graduate program and requires a work schedule of up to 25 hours per week. The award consists of 8 credits of tuition remission per semester and a \$10,000 stipend, paid over a nine-month period.

Graduate Assistants will collectively cover weekday opening hours (5:45am – 10am) and weekend closing hours (2:30pm-10:30pm) while also having weekly office hours. Reasonable exceptions can be made for class, internship, or other conflicts.

Responsibilities may include but are not limited to:

- Assist Facility Management team with various aspects
- Facility Supervision – opening, closing, weekend and holiday shifts
- Student Staff Development – training and supervision
- Facility Scheduling – booking special events and departmental programs, processing and filing paperwork, accepting and recording payments, maintaining event database
- Special Events – set up, greeting and directing groups to appropriate spaces, ensuring all events begin and end on time, clean up and break down
- General Facility Operations – assisting staff, members, and instructors with basic facility related needs, equipment, and information
- Access control/facility security oversight

Minimum Qualifications:

- Ability to provide exceptional customer service
 - Strong interpersonal skills
 - Excellent communication skills both written and verbal
 - Working knowledge of Microsoft Office
 - Ability to work independently
 - A team-first attitude
 - Ability to multi-task and prioritize
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Preferred Qualifications:

- Experience working in campus recreation or similar setting
- Knowledge of RecTrac software
- Supervisory experience

Application Process:

If interested, please send a resume, cover letter, and three references to:

Joe Rouse
Assistant Facility Manager
Department of Physical Education, Recreation & Dance
915 Commonwealth Avenue
Boston, MA 02215
617-358-3745 | jrouse@bu.edu
