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**Graduate Assistant, Facilities Operations**

**NIU Recreation**

**Northern Illinois University**

**NIU Recreation**: The department of NIU Recreation’s main facility is located at the Student Recreation Center at the crossroads of Annie Glidden Rd. and Lucinda Rd. in DeKalb, IL. The Recreation department offers a comprehensive recreation program and services for the campus community featuring Intramural Sports, Fitness, Nutrition, Open Recreation, Outdoor Adventures, and Sport Club activities.

**Department Why:** We create conditions for success by facilitating opportunities and building a culture that inspires optimal health and well-being.

**Our Promise:** Have fun. Live well. Feel your best.

**Intercollegiate Athletics Mission:** To inspire and sustain excellence in the P.A.C. principle of “Promoting Athletes to Champions” while developing champions in the classroom, in competition and in life.

**The Position:** This full-time (20-hour/week) Graduate Assistant will report to the NIU Recreation Assistant Director for Facilities Operations. Responsibilities include but are not limited to assist in the overall administration of two indoor recreation facilities, outdoor recreation fields, and oversight of open recreation activities. Additional duties include equipment inventory control, risk management, assessment, research, student supervision, and personnel development. Some nights and weekends required.

**Responsibilities:**

* Written Communication: Develop and maintain relevant sections of the written employee manual for all Facility Operations student staff. Assist in developing and maintaining communication systems with patrons.
* Oral Communication: Provide clear and concise instruction to staff and participants including policy and procedures, equipment requirements, planning and preparation, etc.
* Program Development/Implementation/Evaluation: Assist in program development, implementation, and evaluation of Facility Operations. Identify new activities to enhance the overall program and encourage participation. Assist in the oversight of facility operations including inventory control, work order management, and building and equipment maintenance.
* Collaboration: Serve on department, division, or campus-wide committees, as assigned.
* Teamwork/building: Attend and participate in regular meetings such as full-staff meetings, student staff meetings, and Student Leadership Team meetings.
* Leadership: Provide leadership within Recreation by providing support to student staff, the Assistant Director of Facilities Operations, and the other graduate and full-time staff. Participate in professional conferences and workshops.
* Creativity: Assist in marketing development and implementation for the promotion of Recreation facilities and programming. Develop new promotional ideas to attract target groups for membership.
* Assessment/Evaluation: Assist in the development and assessment of participation, program evaluations, learning outcomes, and prepare semester reports that include recommendations for improvement.
* Supervision: Assist in recruiting, hiring, training, supervising, scheduling, and evaluating Facility Operations student staff members. Assist in the development of a student staff leadership training program.
* Crisis Management: Assist in the development, implementation, and oversight of a risk management and emergency response program for all facilities and programs.
* Organizational/Analytical: Assist in documenting and maintaining program and personnel information, database management, inventory, and facilitation of personnel payroll.
* Budgeting: Assist in budget development (including personnel, equipment purchases and maintenance, and marketing).
* Research: Assist in conducting research (i.e., benchmarking, surveys, focus groups, etc.) to further develop programs, policies, and procedures and make recommendations for improvements.
* Other: Assist in other departmental activities and perform other duties as assigned.

**Requirements:**

* Admitted to NIU’s graduate school and enrolled in a graduate course of study.
* This position is designated as security sensitive. In compliance with the Illinois Campus Security Act, before an offer of employment is made, the university will conduct a pre-employment background investigation, which includes a criminal background check.
* Current certifications (or ability to certify within 2 months of hire) in CPR/AED, First Aid, and Blood Borne Pathogens.

**Qualifications:**

* Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds.
* Good organizational skills and ability to work independently.
* Good written and oral communication skills.
* Ability to supervise others and work in a dynamic, changing, and diverse environment.
* Genuine interest in gaining experience and knowledge to enhance skills in chosen career.
* Experience working in a customer/client service environment.

**Preferred Qualifications:**

* Bachelor’s degree, preferably in Kinesiology, Physical Education, or Recreation.
* Preference will be given to graduate students pursuing a degree in Kinesiology and Physical Education, Sport Management, or Adult and Higher Education.
* Experience in student employee supervision and evaluation.
* Experience working with diverse student and community groups.
* Experience working in a customer/client environment.
* Knowledge and experience working in a drop-in recreation program or fitness facility.
* Knowledge and experience with set-up, maintenance, and management of recreation equipment (e.g., cardio and strength training fitness equipment; volleyball, tennis and badminton nets and standards).
* Knowledge with SubItUp scheduling program, IM Leagues, Fusion Software, and Microsoft Teams
* Genuine interest in gaining experiences and knowledge to enhance career development in the Open Recreation/Facilities field in a recreation and wellbeing environment.

**Compensation includes:**

* 7-month, 20 hours per week (except when university closes for holidays, etc.) with potential summer employment.
* Hourly pay at $17.83\* per hour (paychecks distributed semi-monthly).
* Start Date: August 16, 2021 with potential summer employment prior to August 16th.
* Tuition: Full tuition waiver (excluding student fees, any off-campus fees, the cost of books, etc.)
* No housing offered in resident hall and no meal plan.
* Other Benefits: If funds are available, assistance in professional development costs.

\*Payrate subject to change prior to official contract

**Contact Information:**

Emily Payne, Assistant Director of Facility Operations, NIU Recreation

Northern Illinois University

Student Recreation Center, DeKalb, IL 60115

Email: [epayne1@niu.edu](mailto:epayne1@niu.edu)

**Materials:**  
To apply send a letter of application, resume, and a list of three current references including names, addresses, e-mail addresses, and phone numbers to: epayne1@niu.edu in pdf format. The position is open until filled.

Northern Illinois University is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, disability, or status as a disabled or Vietnam-era veteran. The Constitution and Bylaws of Northern Illinois University afford equal treatment regardless of political views or affiliation, and sexual orientation. NIU recognizes Dual Career issues.

**About NIU:**Chartered in 1895, NIU is a comprehensive teaching and research institution with a student enrollment of approximately 17,000. Located in one of the most dynamic regions of the country, DeKalb is 65 miles west of Chicago, Illinois. NIU is included in the Doctoral/Research Universities-Extensive category of the Carnegie Foundation for the Advancement of Teaching and is a member of the National Association of State Universities and Land-Grant Colleges. NIU has a diverse student population with 735 international students representing 118 nations. Approximately 3,500 students live on campus in residence halls and apartments. NIU Recreation is a department in the Division of Intercollegiate Athletics. The department offers open recreation, aquatics, group fitness classes, intramurals, sport clubs, outdoor recreation, nutrition counseling, and personal training services. The staff includes 7 full-time professional; 1 part-time professional; 1 full-time support staff, 8 graduate assistants, and interns.