Graduate Assistant, Facilities Operations
Recreation and Wellness
Northern Illinois University

Recreation and Wellness: The department of Recreation and Wellness is located at NIU’s Student Recreation Center at the crossroads of Annie Glidden and Lucinda roads. The Recreation and Wellness department offers a comprehensive recreation program and services for the campus community featuring Intramural Sports, Fitness, Wellness, Open Recreation, Outdoor Adventure, and Sport Club activities.

Department Mission: Recreation and Wellness supports personal and academic success by providing outstanding recreation and educational experiences that are inclusive, stimulating, and encourage a lifelong pursuit of wellness. The department fosters community cohesiveness by facilitating opportunities for engagement, leadership, development, and collaboration.

Student Affairs Mission: The Division of Student Affairs supports student academic and personal success through strategic recruitment and retention initiatives. The division makes efforts to ensure student welfare and provide opportunities for engagement, leadership and services that promote persistence through the collegiate experience in preparation for the entirety of their lives.

The Position: This full-time (20-hour/week) Graduate Assistant will report to the Recreation and Wellness Coordinator for Facilities Operations. Responsibilities include, but are not limited to: assist in the overall administration of two indoor recreation facilities, outdoor recreation fields, and outdoor basketball courts. Duties include management of facility reservations, facility contracts and rentals, maintenance, and special event production. Additional duties include: equipment inventory control, risk management, assessment, research, student supervision, and personnel development.

Responsibilities:

- **Written Communication**: Develop and maintain relevant sections of the written employee manual for all Facility Operations student staff. Correspond with equipment vendors and special event groups. 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 and Wellness by providing support to student staff, the Coordinator 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 and Wellness facilities. Develop new promotional materials to attract target groups for contractual facility use.
- **Group Facilitation**: Provide on-site supervision and coordination of special events/conferences.
- **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 supervision of fitness equipment technicians. 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 in CPR/AED, First Aid, and Blood Borne Pathogens.

• Experience and knowledge of cardio and weight exercise stations.

**Qualifications:**

• Experience in event and facility management.

• Experience and knowledge of cardio and weight exercise stations.

• 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 environment.

• Upon obtaining employment, must attend an industry recognized technician training certification course for maintenance/trouble shooting of cardio/selector/weight equipment within the first semester of employment (i.e. Life Fitness Academy, Precor, Cybex, Matrix, etc.). Financial assistance may be available from the Recreation and Wellness department.

**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).

• Genuine interest in gaining experiences and knowledge to enhance career development in the Open Recreation/Facilities field in a Recreation and Wellness environment.

**Compensation includes:**

• 9.5-month, 20 hours per week (except when university closes for holidays, etc.) with potential summer employment

• Hourly pay at $12.88 per hour (paychecks distributed semi-monthly).

• Start Date: August 1, 2019 with potential summer employment prior to August 1st.

• 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 conference costs.

**Contact Information:**
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