Graduate Assistant: Communications, Administration & Facilities

General Job Description:
Lerner Health and Wellness Center graduate assistants will have the opportunity to gain practical experience in all aspects of recreation facility management. All graduate assistants will work a minimum of 20 hours per week with the responsibility of managing the 189,000-sq. ft. Lerner Center and promoting health, wellness and recreation to the GW students, staff, faculty, alumni & community. This is a 10-month appointment with the opportunity for summer employment.

Qualifications & Preferred Work Experience:
The Communications, Administration & Facilities Graduate Assistant should be highly organized, detail oriented, creative, and a self-motivated team player who is willing to take a lead role in identifying the day-to-day business and communications needs for the various constituents of the Lerner Health and Wellness Center. Candidates who possess a strong background and interest in utilizing CRM software applications to improve service delivery for a diverse membership group are encouraged to apply.

Responsibilities:
- Assist the Marketing Manager in the day-to-day end user communications and business function needs for the LHWC.
- Work closely with Membership, Marketing, Facilities, and Equipment Manager to find long term business automation solutions, i.e., reporting and database configurations.
- Utilize CRM software database to increase contact and rapport with members.
- Assist end users by understanding their business functions/needs and providing support for technical issues that arise in CRM software systems.
- Take the lead role in developing a greater presence for the Lerner Health and Wellness center staff.
- Identify new mediums throughout campus to promote programs and services (including street team marketing).

Requirements
- Graduate Assistants are required to work 20 hours per week and will be paid approximately $10,000 plus tuition waiver
- This is a 10-month appointment
- Graduate Assistants will also be required to attend regularly scheduled staff meetings, and perform other related duties as assigned.
- Graduate Assistants have an opportunity to earn additional money through Personal Training, teaching Group Fitness classes, officiating Intramural Sports, working Athletic Department events, or additional Campus Recreation programming.
- While acting as Manager on Duty, assist the Operations Manager as the point of contact for the facility for all daily operations and safety & security issues. This includes inspecting and monitoring of the facility, following the facility schedule, as well as enforcing all established policies & procedures.
- Take an active role in training and evaluating student employees under your supervision.
- Work closely with the Operations Manager on any facility maintenance issues, to include leaks, damaged equipment or any unsafe conditions.
- Assist in the implementation of the emergency action plan for weather, structural and medical emergencies.
GW Campus Recreation reserves the right to modify this description if necessary.

Please include your undergraduate GPA and relevant admissions test score(s) on your resume.

Applicants must be accepted into a graduate program at The George Washington University.
View admission requirements by program

To apply for this position, please email a cover letter, resume, and list of references to:
HWCJobpost@gwu.edu

For Additional Information, contact:

Niema Eaves
Marketing Manager
Lerner Health and Wellness Center
The George Washington University
2301 G Street, NW
Washington, DC 20052
eavesnd@gwu.edu

Applications should be submitted by March 10, 2018.