Membership and Client Services

General Job Description:

Lerner Health and Wellness Center graduate assistants 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 and alumni. This is a 10-month appointment with the opportunity for summer employment.

Qualifications & Preferred Work Experience:

The primary responsibilities of the Membership and Client Services Graduate Assistant will be that of assisting in management of the customer database. The ideal candidate should be an analytical thinker, with good problem-solving skills and the ability to learn and perform database related tasks. This position requires strong communications skills, and the ability to understand the needs of end-users. A solid work ethic, dependability, high energy and a sense of humor are all essential.

Responsibilities:

- Provide support to end-users on database-related issues
- Help maintain the integrity of membership data files, perform data entry
- Interact with end-users to understand their needs
- Assist in the creation and update of a User Manual or Reference Guide
- 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
- Supervise student employees

Requirements

- Graduate Assistants work 20 hours per week and will be paid approximately $10,000 plus tuition waiver.
- This is a 10-month appointment
- Graduate Assistants will be required to attend regularly scheduled staff meetings, and perform other related duties as assigned
- GAs have an opportunity to earn additional money through Personal Training, teaching Group Fitness classes, officiating Intramural Sports, working Athletic events, or additional Campus Recreation programming
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

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Applications should be postmarked by March 10, 2018.