CAMPUS RECREATION POSITION ANNOUNCEMENT

Graduate Assistant: Special Events & 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 and alumni. This is a 10-month appointment with the opportunity for summer employment.

Qualifications & Preferred Work Experience:

The Campus Recreation Special Events, Operations & Facilities Graduate Assistant should be a highly organized, detail-oriented, creative, and a self-motivated team player who is willing to take a lead role in special event staffing and logistics at the Lerner Health and Wellness Center under the direction of the Operations Manager. The ideal candidate should possess a strong interest in recreation facility operations and special events management.

Responsibilities:

- Assist as the point of contact for all aspects of Lerner Health & Wellness Center events and operations under the direct supervision of the Lerner Health and Wellness Center Operations Manager
- Act as the primary point of contact during all special events hosted in the Lerner Health & Wellness Center
- Work closely with the Communications Graduate Assistant as the primary points of contact for all internal events (i.e. Holiday staff party, End of Year banquet, etc.)
- Confirm event times, locations, and logistical needs for each event
- Assist with set-ups, event management, and break-downs for each event
- Recruit, train, evaluate, and schedule all special events staff
- Assist in training operations staff for all equipment set-ups and break-downs
- Oversee special events staff development and training sessions
- Assist the Operations Manager in all invoices and charges for individual groups hosting events
- While acting as the Manager on Duty, assist the Operations Manager as the point of contact for all facility safety and security issues. This includes inspecting and monitoring the facility, as well as enforcing all established policies & procedures
• Take an active role in training and evaluating student employees under your supervision
• Supervise student employees and take an active part 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

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

| 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

Joseph R Pack, Jr.
Equipment Coordinator
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The George Washington University
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Washington, DC 20052
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Applications should be postmarked by March 10, 2018.