

Facilities and Student Development Graduate Assistant Job Description

Campus Recreation Services consists of seven program areas: Adventure Pursuits, Aquatics, Fitness/Wellness, Informal Recreation, Intramural Sports, Special Events, and Sport Clubs. Over 165 students are employed with CRS in various positions to administer, manage, and support day-to-day operations. Student employee positions range from entry level positions such as area floor staff, office staff, and sport officials, to supervisory and management positions. Consideration for employment is based on the review of a resume and interview.

Supervisor: Assistant Director II of Facilities and Student Development
Contract: A minimum of 20 hours/week for 10 months; September 1 – June 30
Compensation: \$6,000.00 plus an in-state tuition waiver up to 12 credits a semester

Graduate Assistant Position Description

Graduate Assistants are responsible for overseeing various aspects of CRS programs. They manage undergraduate student staff, including hiring, training, development, and evaluation. Graduate Assistants are highly involved in programming and facility aspects of CRS and are expected to collaborate with staff from all CRS program areas and several other departments on and off campus.

Specific Responsibilities

- Recruit, hire, train, supervise and evaluate 10-15 Building Managers and 15-20 Recy's
- Develop and maintain operational procedures and policies for all Campus Recreation Services student employees
- Conduct or oversee "in-service" trainings for all student staff, including First Aid, CPR, AED and "Disaster Drills"
- Collaborate with all relevant stakeholders (Events and Conference Services, Athletics, Student Organizations, etc.) that host Special Events within Burdick Hall
- Assist with the development of a student professional development association
- Conduct research and benchmarking for facility and student development policies and procedures

Minimum Requirements

- Admission into Towson University Graduate School Program
- Strong leadership and organizational skills
- Ability to excel in a dynamic and challenging atmosphere
- Strong written and verbal communication skills
- Must be in good academic standing and have a minimum cumulative GPA of 3.0 or higher

Preferred Qualifications

- Prior work experience in Recreation, Athletics, Facility Management or Higher Education
- Prior supervisory experience