

**Binghamton University – Campus Recreational Services  
Graduate Assistantship –Facilities / Operations**

The Department of Campus Recreational Services operates under the Division of Student Affairs and offers a multi-faceted program that is designed to encourage positive lifestyle choices and promote lifelong learning through both wellness and physical activity for Binghamton University students, faculty and staff. The Graduate Assistant (GA) must be a positive player on the CRS team of student and professional staff members.

This position will assist in the administration of the East Gym facility operations and the Open Recreation program. The role of the GA is to serve as a link between the patrons and the facility staff, building supervisors, and professional staff. The GA should be a role model for all of the student staff and serve as a professional representative in the enforcement of all CRS policies and procedures.

**Description of Duties:**

- Work closely with the Associate Director, Assistant Director and all other Graduate Assistants to ensure that all facilities are safe, clean and functioning at maximum efficiency
- Assist with the hiring, training, scheduling and evaluation of the building operations staff (approximately 40 undergraduate students)
- Assist with the overall management and scheduling of the building operations staff
- Supervise front desk operations and building operations staff
- Monitor staff hours and timeclock data, according to SubItUp website
- Process payroll for building operations staff
- Assist with the oversight of equipment check out and equipment inventory
- Maintain daily, weekly, and monthly records of participation for year-end reports
- Update and maintain statistical records for facility operations and open recreation program
- Must be proficient in all emergency procedures, as well as facility policies and procedures
- Process nightly incident and accident reports
- Responsible for covering building operations shifts when needed
- Working evenings, weekends, intercessions and special events are required
- Serve as professional staff (rotating nights and weekends) on duty for overall management and supervision of all Campus Recreational Services staff, programs, and facilities
- Attend all Campus Recreational Services staff meetings and/or training sessions as required
- Perform other duties as assigned by supervisor
- Some occasional physical labor may be required.

**Qualifications:**

Candidates must be accepted into a Binghamton University graduate program for the 2019-2020 academic year. Candidates with an undergraduate degree in business management/administration or social sciences/student affairs are preferred. Previous experience with and/or participation in Campus Recreational Services programs is preferred. Strong oral and written communication skills, administrative skills, cash handling, computer proficiency in MS Word, Excel and email applications is required. Candidates must have or be willing to attain certification in CPR/AED and First Aid.

**Stipend:**

This assistantship includes a base stipend for the academic year of \$10,000 paid biweekly. This position is represented by the Graduate Student Employees Union (GSEU) and the stipend includes all potential union-negotiated raises applicable for the academic year. Twenty hours of work per week is expected. The successful candidate may also have opportunities to earn certifications and/or attend applicable conferences, contingent upon satisfactory performance and evaluation. Anticipated start date August 5, 2019. Anticipated end date is May 15, 2020.

**TO APPLY:** Interested candidates should submit the general application on the Student Affairs website. Questions related to this position should be directed to Susan Williams at [williams@binghamton.edu](mailto:williams@binghamton.edu). Please indicate that you are applying for the Facilities/Operations position. Applications accepted through Friday, March 29, 2019.