

MARQUETTE UNIVERSITY

Campus Recreation



GRADUATE ASSISTANT, FACILITIES AND OPERATIONS

Position Description

Program Description:

Campus Recreation embraces Marquette's Catholic, Jesuit identity and the philosophy of education in developing the Mind, Body, and Spirit and fosters the out of classroom experience.

Campus Recreation facilitates the transformational learning experience by engaging students in a comprehensive wellness and activities program to develop and promote healthy lifestyles, leadership development, lifetime skills, and sportsmanship.

Responsibilities and Requirements:

Responsibilities include working with the Associate Director, Facilities and Operations of Campus Recreation and other professional staff to plan, organize, and administer all aspects of a comprehensive recreation program.

This is a two-year Graduate Assistantship opportunity working at Wellness + Helfaer Recreation a minimum of 20 hours per week.

Students must be in the Student Affairs in Higher Education (SAHE) program. The stipend is \$20,400/year.

Students must be registered full-time (6 credits/semester) during the Graduate Assistantship.

Duties include:

- Providing support to building staff at Wellness + Helfaer Recreation and the Rec Plex through student employee hiring, training, scheduling, timecard approval, and coordination of daily workflows.
- Collaborating with Customer Service Representatives, Recreation Supervisors, and Student Managers to ensure efficient and effective daily operations.
- Assisting the Facilities and Operations team with facility scheduling, event coordination, and operational logistics.
- Supporting Facilities and Operations functions at Wellness + Helfaer Recreation and the Rec Plex, including member services and facilitating point-of-sale transactions for students, Marquette affiliates, alumni, and community members.

Supervision Received:

General supervision is received from the Associate Director, Facilities and Operations, Campus Recreation.

Minimum Qualifications:

Applicants must have completed a four-year undergraduate degree from an accredited college or university. Applicants must complete CPR/AED/First-Aid certification within two months of hire.