



## Campus Recreation & Wellness

### **WKU GRADUATE ASSISTANTSHIP: FACILITIES (12 – Month Agreement)**

The Graduate Assistant, Facilities is responsible for assisting with the overall management of the Raymond B. Preston Health & Activities Center. This includes, but is not limited to, supervising daily facility operations and facility student staff. The Graduate Assistant, Facilities will report to the Assistant Director, Facilities.

#### **Responsibilities for this position include, but are not limited to:**

- Assist with facility operations of the Preston Center inclusive of facility usage, memberships, aquatics, & rentals.
- Assist with recruiting, hiring, training, scheduling, supervision, and evaluation of the facilities and office assistant student support teams.
- Provide quality customer service to all facility patrons.
- Assist with the maintaining and reporting of facility and membership budgets through use of RecAutomation software
- Assist with full oversight, inventory, and maintenance of faculty/staff and student locker rentals.
- File incident and accident reports through use of Maxient, and other facility documents.
- Maintain up-to-date facility information on department website
- Assist with the representation of the department at WKU Admission, New Student Program, Division of Student Experience, and other WKU events.

#### **Minimum Qualifications:**

- Bachelor's Degree from an accredited college or university. Preference will be given to candidates holding a degree in Recreation Administration, Facility Management, Higher Education, Hospitality, Leadership, or a related field
- Strong personal, organizational, motivational, communication, writing, and computer skills.
- Outstanding people skills, maturity, and sensitivity to cultural, sexual, religious, and racial differences among people and cultures.
- Proficiency with MS Office for reports, spreadsheet, and data generation
- Independent focus and excellent organizational and time management skills.

#### **Graduate School Requirements:**

- Bachelor's Degree from an accredited four-year institution
- 3.0 Undergraduate GPA is required by the WKU Graduate School for all Graduate Assistants
- Graduate admission requirements vary by program
- Must be enrolled on a full-time basis (minimum 6 hours per semester) to receive assistantship, stipend, and tuition waiver.

### **Physical and Mental Abilities Required:**

- Requires maturity, balance, multi-tasking, mental stamina, and the ability to think critically and independently.
- May require lengthy periods of sitting at the computer, attending meetings, or standing for lengthy periods of time conducting presentations or programs.
- May require light lifting of supplies and equipment and potentially for program set up.
- Ability to maintain a balanced perspective on sensitive issues is essential.
- Ability to handle stress and periodic overload in a mature manner is essential to this position.

### **General Department Job Responsibilities for All Graduate Assistants:**

- Demonstrate commitment to diversity, equity, and inclusion, and contribute to an inclusive working and learning environment
- Adhere to daily office hours
- Lead department American Red Cross CPR, First Aid, AED certification courses for student staff (CRW to provide instructor certification)
- Attend and engage in professional and All-Student staff meetings/trainings
- Represent the department at various on and off campus recruiting events
- Provide oversight of program area in the absence of supervisor
- Work night and weekend hours (as needed)
- Performing other duties as assigned

### **Compensation and Benefit Package:**

- ***Tuition Coverage***
  - Full-Tuition Waiver (Up to 9 hours during the fall and spring semesters)
    - Note: Online classes require a distant learning fee, to be covered by graduate assistant
    - If a degree requires summer classes, those classes must be covered by graduate assistant
- ***Stipend***
  - \$10,000 Stipend (August-May)
  - Paid in monthly increments (September-December, January-April)
  - Additional Employment Opportunities
    - Potential to begin in July 2025 (20 hours/week, paid hourly, bi-weekly) for program assistant level work
    - Employment expected during the summer between year one and two (20 hours/week, paid hourly, bi-weekly) for program assistant level work.
    - Additional employment opportunities are available if desired during the summertime (paid hourly per student staff position rates, up to 40 hours) for non-GA level positions
    - During non-enrollment periods, there are opportunities to pick up additional hours assisting in student staff positions, paid at an hourly rate
- ***Hourly Work Requirements***
  - 30 hours (week before Fall Semester/Week before Spring Semester), paid hourly
  - 20 hours (during Fall/Spring semester), paid via monthly stipend
- ***Health Insurance (If needed)***
- ***Professional development funding (amount based on departmental funding availability) upon request and approval***

**Condition of Hire:**

- Contingent upon completing a satisfactory background check
- Must get full acceptance into the WKU Graduate School and Program of choice
- Must have American Red Cross/First Aid/AED certification (or willing to obtain once graduate assistantship begins)

**Commitment:**

- 2 Year Agreement (2<sup>nd</sup> year contingent upon successful evaluation at the end of year one)

**Start Date: Monday, July 28<sup>th</sup>, 2025**

- **GA training week:** July 28<sup>th</sup> – August 1<sup>st</sup>
- **Preston Center Maintenance Week:** August 4<sup>th</sup> – 8<sup>th</sup>
- **All-Student Staff Training Week:** August 11<sup>th</sup> – 15<sup>th</sup>
- **WKU Classes Begin:** Monday, August 18<sup>th</sup>, 2025

**To apply, send the following information:** Cover letter, resume, and a list of two references to the contact below: Candice Douglas, Assistant Director, Facilities at [candice.douglas@wku.edu](mailto:candice.douglas@wku.edu)