



WESTERN KENTUCKY UNIVERSITY
(www.wku.edu/crw)

GRADUATE ASSISTANTSHIP: FACILITIES

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 include but are not limited to:

- Assist with facility operations of the Preston Center.
- Assist with facility student staff hiring, training, supervision, and evaluation.
- Assist with scheduling of Facilities Staff through use of When to Work software.
- Assist with facility rental and special event planning, administration, and invoicing.
- Assist with facility maintenance, including processing work orders and service requests.
- Assist with facility equipment inventory.
- Assist with facility policies and procedures development and revisions.
- Enforce facility policies and procedures.
- Provide quality customer service to all facility patrons.
- Maintain employee files for Control Desk Attendants, Facility Supervisors, and Facility Student Managers.
- Conduct monthly facility audits with Assistant Director, Facilities.
- Assist with faculty/staff and student locker rentals.
- File incident and accident reports through use of Maxient, and other facility documents.
- Attend facility and departmental staff meetings.
- Maintain up-to-date facility signage, including special facility announcements.
- Adhere to daily office hours.
- Serve as professional staff (rotating weekends) on duty for overall management and supervision of all staff, programs, and recreational sports facilities to include opening and closing facility and managing customer-related situations and emergencies.
- Assist full-time staff in presentation of various in-service programs.
- Represent the department at various on and off campus recruiting events
- Performing other duties as assigned.

Physical and Mental Abilities

- Necessary ability to manage several projects with concurrent timelines.
- Must be able to perform the physical labor required to prepare facilities and equipment for use during rentals or special events.
- Must have the ability to handle conflict among employees, as well as participants, and to determine the appropriate discipline procedures when circumstances require such actions.

Graduate School Requirements:

- Bachelor's Degree from an accredited four year institution.
- Graduate admission requirements vary by program.

- Must be enrolled on a full-time basis (minimum 6 hours per semester) to receive graduate assistantship, stipend, and tuition waivers.

Stipend and Tuition:

- \$9,500 Stipend (August – May)
- Out of State Tuition Waived
- Tuition Waiver (6 hours during the fall and spring semesters)
- Health Insurance (if needed)
- \$1,000 professional development (upon request and approval)
- Summer employment available

Graduate Assistant training begins August 3, 2020.

Commitment:

- 2 Year Appointment

To apply, send a cover letter, resume, and two professional letters of recommendations to:

Contact:

Candice Douglas
Assistant Director, Facilities
Campus Recreation & Wellness
Western Kentucky University
Preston Health & Activities Center
1906 College Heights Blvd. #11097
Bowling Green, KY 42101-1097

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