



**WESTERN KENTUCKY UNIVERSITY**  
**([www.wku.edu/crw](http://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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