

**Graduate Assistant for Operations
Campus Recreation Department
The University of Tennessee, Chattanooga**

Position Duration: September 2024 - April 2025, “at will” position, renewable with an option for 2nd year

Number of Work Hours per Week: 50% time, minimum 20 hours per week.

Compensation: \$4,560/semester for tuition (maintenance fee) plus a \$1,125/month stipend. Out of state tuition waived if applicable.

Summary:

The Campus Recreation Department provides & engages our students & community with holistic recreational experiences that cultivate wellness and a culture of Belonging through programs, facilities, services, & employment. The graduate assistant for operations will work closely with the Associate Director of Facilities and Operations in administering, training, evaluating, and supervising student staff and facility rentals. This position requires evening and weekend work.

Program Area Responsibilities:

- Manages activities on the daily schedule, ensuring proper facility preparation and assisting reservation groups with access, set up, and utilization of the facility
- Assists with hiring, training, evaluating, and supervising part-time student employees
- Trains staff in customer service, conflict management, risk management, communication, event management, and business operations
- Plans in-service and coaching sessions emphasizing skill development, transferable work skills, staff empowerment, and diversity
- Develops students in leadership positions through regular meetings and coaching sessions
- Assists with the facility/membership management software for point of sale, facility reservations, maintenance requests, and accident/injury reporting.
- Assists with the management of security initiatives, including access authorization, radios, security cameras, key authorizations, risk management drills, accident/incident reporting, and risk mitigation.
- Oversees internal facility programs, events, and rentals.
- Engages in departmental training efforts for student staff
- Works with department programs, university departments, and community patrons regarding scheduling, personnel, facility preparations, and assessment
- Assists with budget, including labor, program expenses, maintenance, and equipment purchasing.
- Assists in maintaining accurate payroll records

Department Specific Responsibilities:

- Assist in planning, coordinating, and supervising students and special events in Campus Recreation facilities.
- Serve on a host of departmental planning committees.
- Supervisory responsibilities include regular daily office hours.
- Enforce facility policies and procedures consistently to all users.
- Ensure adherence to departmental safety/risk management procedures.
- Drive UTC vehicles upon supervisor’s request.

- Work on special projects to help the department better serve the university and generate and maintain statistical reports.
- Be an engaged staff member of the Division of Enrollment Management and Student Affairs
- Perform other duties as assigned by any Campus Recreation professional staff member.

Qualifications:

Bachelor's degree in Recreation, Physical Education, Management, or a related field with a minimum 3.0 grade point average; experience in the management of students, facilities, or events/rentals in a university recreation setting; demonstrated management and organizational skills; strong interpersonal and communication skills are essential as is the ability to work independently; must have a valid driver's license; Certification: First Aid/CPR/AED, NIRSA member preferred. Desire to enter the recreation or athletic/recreation field preferred.

Candidate must qualify for full graduate student status and be accepted/enrolled in the University of Tennessee at Chattanooga Graduate School before assistantship begins. Must be enrolled in at least 9 credits each semester.

To Apply:

To assure full consideration, a letter of interest summarizing qualifications and relevant experience (cover letter); resume; official copy of undergraduate transcript (unofficial or official); and names, emails, and phone numbers of three references should be submitted to Corbin Hedges, Associate Director of Facilities and Operations, via email to corbin-hedges@utc.edu or submitted to 601 East Fifth Street Campus Recreation, Dept. 7056 Chattanooga, TN 37403.

Application:

Applications will be accepted until the position is filled. Application review will begin Thursday, August 1st. *All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), the ADA (disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equal Opportunity and Accessibility, 720 McCallie Avenue, Chattanooga, TN 37403, telephone 423-425-5824. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.*

Revised 7/12/24