



Seattle University Recreation Operations Graduate Assistant

About UREC

University Recreation (UREC) includes the following program and operational areas: Aquatics, Competitive Sports (intramural sports and sport clubs), Facilities, Operations, Marketing, and Outdoor.

University Recreation inspires, educates, and empowers the Seattle University community to live happier, healthier, and more successful lives. Whether it is promoting wellness, providing worthwhile recreational activities, or building community, the Department of University Recreation is an integral component of a Seattle University student's holistic education.

UREC is a part of the division of Student Development therefore, we are committed to creating a vital and engaged campus community that challenges and supports undergraduate, graduate, and professional students to learn and develop the knowledge, skills, and values needed to lead and serve in an interdependent, global society.

UREC Values

- Student Focused: UREC is committed to ensuring the student experience is positive and transformative. We lead with the students' needs first.
- Community: Recreation provides individuals the ability to connect with others and create meaningful relationships. We work to ensure all students and UREC members feel connected and that they belong.
- Proactive: AUREC intentionally assesses programs, policies, procedures and risk to ensure high quality experiences that align with Seattle University.
- Learning Focused: Our unique work environment provides the opportunity for students to put skills and education into practice. We focus on the personal and professional growth of students.
- Fun: UREC supports the mind, body, and spirit through a variety of recreational programs that inspires joy and playfulness.

Position Summary

The Graduate Assistant is an integral team member within the University Recreation Department who works collaboratively with the Assistant Director of University Recreation, Operations & Engagement to ensure seamless operations and services within the Eisiminger Fitness Center and University Recreation's shared facilities.

Primary Responsibilities

- Assist in the recruitment, hiring, training, and supervision of Operations student staff for facility management, facility operations, and member services.
- Schedules, evaluates, and mentors the Operations student staff.
- Assist in managing the daily operational tasks of University Recreation including scheduling, cleaning, and serving day to day members.
- Maintains and administers equipment check-out and sport equipment rental program.
- Address membership concerns and customer service for all University Recreation members and guests.
- Oversees memberships and the rental locker operations.
- Create resource guides, procedural manuals, and other tools for employee reference
- Maintain equipment inventory and make recommendations for purchases
- Assist with employee accountability concerns and staff initiatives
- Maintain deposits and petty cash from membership, pro shop and locker sales
- Engage in all UREC meetings, functions and working groups (as assigned)

Additional Responsibilities

- Assist with coordination of a departmental student staff leadership program to include; professional development, interactive workshops, experiential experiences, and service learning
- Plan and coordinate departmental events such as but not limited to End of the Year Celebration and Awards ceremony, holiday events, and student leadership retreats other Graduate Assistants
- Research information for future events, programs, or projects

Qualifications

Minimum

- Employment will only be granted upon acceptance to a Seattle University master's program.
- Bachelor's degree
- Minimum two years of campus recreation or athletics experience
- Demonstrated knowledge of the fundamentals of student development
- Adult First Aid/CPR/AED certification within 60 day of hire

Preferred

- Prior customer service experience
- Prior supervisory or leadership experience

Compensation

The Operations Graduate Assistant is a 9-month position renewable for an additional academic year. The position is an hourly rate of \$22.67 per hour.

Non-Discrimination Policy

The University provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, political ideology, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, and leaves of absence, compensation, benefits and training. The University administers all policies, practices and procedures in ways that are consistent with the University's Catholic and Jesuit character.

How to Apply

Resume, cover letter, and references to sjanosik@seattleu.edu