

Salary: \$16,000 Stipend + Tuition Waiver
Location: Clemson, South Carolina
Type: Part Time, Entry Level

Clemson University Department of Campus Recreation, Graduate Assistant, Facilities Management

The Department of Campus Recreation at Clemson University features the expanded and renovated, 275,000 square foot, Fike Recreation Center, satellite fitness facilities, outdoor sport venues, and 23 acres of sports fields. Campus Recreation hosts over 8,800 reservations annually to accommodate University and Community groups. The Clemson University Department of Campus Recreation is committed to excellence and we are seeking a highly motivated, professional, hard working and dedicated candidate that shares our values and commitment.

The core responsibilities for the Graduate Assistant, Facilities Management are the following:

- Play a vital role in the overall supervision, security and management of the 275,000 sq. ft., Fike Recreation Center, natatorium, 32,000 square foot indoor tennis center, outdoor tennis courts, and satellite fitness venues.
- Provide staff and patron supervision, while accommodating over 500,000 visitors per year.
- Assist with logistical coordination of external academic & athletic camps while working closely with user groups.
- Implement risk management procedures for facility operations, and conduct daily facility safety checks.
- Organize the hiring, training, scheduling, payroll, and supervision of a highly trained facility operations student staff.
- Coordinate computerized inventory procedures for check out equipment, rental equipment, and supplies.
- Assist with coordinating facility reservations and logistics for special events sponsored by Campus Recreation, University groups, as well as outside rental groups.
- Supervise and become actively involved with event set up, supervision and take down.
- Assist maintenance staff with keeping our facilities clean and in excellent working order.
- Provide event follow up and evaluation with facility rental groups, University groups and Departmental programs.
- Conduct student staff meetings, staff in-service safety training and other facility staff training sessions.
- Promote Campus Recreation opportunities throughout the campus community.
- Oversee locker rental program, including locker assignments, clean out coordination, and other logistics.
- Assist with fiscal matters pertaining to facility operations including: budget formulation, front desk register operations, etc.
- Produce computer generated schedules, reservations, signs, reports and other computer generated data.
- Ability to take initiative, make independent educated decisions, have a flexible schedule, and be on call.
- Provide customer service and assistance to patrons while ensuring facilities are functioning optimally.
- Work collaboratively with recreation program staff, athletic department staff, and others throughout campus and community.
- Other duties and responsibilities as assigned.

Requirements: Candidates must possess strong leadership, customer service, decision-making, communication, team building and organizational skills. Completion of a Bachelor Degree, acceptance to the Clemson University Graduate School, and Parks, Recreation, and Tourism Management Department. Certification in CPR, AED, and First Aid is required and must be obtained upon employment. Commitment to upholding the mission and values of the Department of Campus Recreation and Clemson University. Experience with managing recreational sports facilities, aquatics, supervising staff, and special event management.

To Apply: Please send cover letter, resume, and 3 references to: Kelly Williams, Associate Director Facilities & Aquatics, Clemson University, 206 Fike Recreation Center, Clemson, SC 29634. Please direct questions to Kelly Williams: 864-656-2350 or Tony Franklin, Director of Facilities. **Position begins the Summer of 2010.**

About Clemson University and the Department of Campus Recreation:

Clemson is classified by the Carnegie Foundation as a Doctoral/Research University-Extensive, a category comprising less than 4 percent of all universities in America. More than 17,000 students select from undergraduate and graduate degree programs in more than 70 fields of study offered by five colleges. Clemson ranks 22nd among public doctoral-granting universities, According to "U.S. News & World Report". Clemson Athletics competes in the Atlantic Coast Conference and has 15 highly competitive Men's and Women's Athletic Teams.

Nestled in the foothills of the Blue Ridge Mountains, on the shores of Lake Hartwell, is Clemson University. Clemson is also an easy drive to Atlanta, Charlotte, Greenville-SC, and the exceptional beaches of South Carolina. The University is located in Clemson, South Carolina, a friendly college town situated in the northwestern corner of the state. The campus of 1,400 acres is surrounded by 17,000 acres of University farms and woodlands devoted to research, teaching and service.

The Department of Campus Recreation is committed to providing the finest facilities, programs, services, and equipment to enrich the quality of life for all patrons. The Fike Recreation Center provides an excellent venue for those in pursuit of fitness and recreation. We offer facilities and programs to students, faculty, staff, alumni and the surrounding community. Thank you for your interest.

Clemson University is an Affirmative Action Equal Opportunity Employer.