The Campus Recreation Operations Graduate Assistant will serve in an active role with facility operations of Fike Recreation Center at Clemson University. Applicants must be accepted into a graduate program at Clemson University in order to receive a formal position offer. Applicants should have significant prior experience within either facility operations, aquatics, or climbing wall in a collegiate recreation setting at an accredited college or university. This position is 12 month/25 hours per week, with a stipend of $12,500. The position is renewable on a yearly basis and is dependent on the maintenance of satisfactory academic standing and acceptable performance reviews from the Operations Coordinator.

I. Duties and Responsibilities
   i. Assist with personnel procedures pertaining to hiring, training, evaluating, and dismissal of facility operations (aquatics, climbing wall, and operations) student employees
   ii. Responsible for direct management, mentorship, and evaluation of aquatic, climbing wall, and operations managers
   iii. Organize and conduct staff training sessions for each service area
   iv. Attend weekly facility operations and Campus Recreation professional staff meetings
   v. Responsible for ensuring that student employees and participants adhere to facility and safety guidelines and follow appropriate emergency/accident procedures for all injuries and incidents
   vi. Membership on Campus Recreation and/or Clemson University committees or work teams
   vii. Attend/Assist with Campus Recreation events or promotions, as assigned
   viii. Assist with Athletics’ football game-day events and operations

II. Knowledge, Skills, and Abilities
   i. Knowledge of various risk management and facility operations policies related to collegiate recreation centers
   ii. Ability to build rapport and interact successfully with college students from diverse identities and backgrounds
   iii. Ability to use various computer programs including Microsoft Word, Excel, PowerPoint, and Outlook
   iv. Strong interpersonal communication skills, written and oral

III. Required Qualifications
   i. Acceptance to graduate program at Clemson University
   ii. Experience working within a collegiate recreation setting
   iii. Hold safety training/certification (American Red Cross First Aid, CPR, & AED) and blood-borne pathogen training or acquire such certification within 30 days of hire
   iv. Position subject to criminal background check

IV. Preferred Qualifications
   i. Experience with planning and implementation of student staff training(s)

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