



**APPALACHIAN STATE UNIVERSITY**  
**University Recreation (UREC)**  
**Graduate Assistant for Facilities and Operations**

Appalachian State University invites interested applicants for the position of **Graduate Assistant (GA) for Facilities and Operations** to become a part of the University Recreation (UREC) team as we facilitate an inclusive environment where recreation and wellness opportunities transform, engage, and care for the App State community.

The **Graduate Assistant (GA) for Facilities and Operations** is primarily responsible for working with the Coordinator and Assistant Director of Facilities and Operations to assist in the day-to-day supervision, evening, and weekend operations of UREC facilities that include the Student Recreation Center, Quinn Recreation Center, and Mt. Mitchell.

This position serves on the UREC Leadership Team and reports directly to the Assistant Director of Facilities and Operations.

**You will succeed in this position if you are committed to**

- Be available to work in a flexible schedule that requires some evenings, weekends, and designated holidays.
- Be creative and innovative to design new training opportunities for student staff.
- Facilitate and nurture a team environment.
- Provide development and support to students through direction, constructive feedback, and hands-on learning opportunities.
- Embrace and inspire a vibrant, active, and engaged community.
- Leading multiple groups of student staff with various training and development needs.
- Receive and provide constructive feedback with the idea of learning and impro

**Who we are**

You will join a UREC team that is creating an exciting environment, values collaboration, innovation, and inclusion, and is welcoming to all App State students, faculty and staff. We are creating a risk-taking workplace that supports the voices and contributions of employees at all levels, listens, and responds to our community. At UREC, we believe in an equitable UREC community with opportunities for everyone with everyone. [Learn more about UREC Mission, Vision, and Values on our website.](#)

**You will have the opportunity to**

*Facility Operations and Member Services*

- Train and support Facilities and Operations student staff to educate members about UREC policies, UREC App, and the information available on our UREC website.
- Provide direction and ideas on how the Facilities and Operations student staff can contribute and create a positive experience for the variety of members that use our spaces.
- Communicate and share out the needs of the member through online and in-person interactions.

- Coordinate the equipment needs in the Student Recreation Center, Quinn Recreation Center, and Mt Mitchell including the setup, breakdown, renting, and checking out equipment (volleyball equipment, pickleball, table tennis, guitar hero, basketballs, etc.)
- Update and review UREC Facility Schedules on a daily and weekly basis. Work with the operations staff to ensure classrooms, court spaces and meeting rooms are set up and ready for all scheduled reservations.
- Assist and coordinate with the Facilities and Operations Coordinator/Assistant Director with the execution of all incoming facility reservation requests for all of the UREC Facilities (Student Recreation Center, Quinn Recreation Center, Mt Mitchell, Climbing Wall, Broadstone, and State Farm Fields).

### *Student Development*

- Coordinate and co-lead with Assistant Director of Facilities and Operations the mentorship, recruitment, hiring, training, supervision, and evaluation of student staff of 40-50 Front Desk staff, 15-20 Operations Assistant staff, 30-40 Facility Supervisor staff and 6-7 student Program Managers.
- Coordinate and lead performance evaluations for all student staff with a focus on individual development and growth, providing direction and sharing the vision, and allowing for self-reflection, self-awareness, and opportunities for constructive feedback.
- Create and manage the WhentoWork schedule for student staff to ensure adequate staff coverage for the operation of the facility including Front Desk staff, Operations Assistants, Facility Supervisors and Program Managers.
- Facilitate and develop a culture of care and learning environment that contributes to building a sense of belonging that supports UREC's mission, vision, and values.

### *Risk Management*

- Develop, coordinate, and lead Risk Management and Safety training for all student staff under Facilities and Operations.
- Monitor CPR/First Aid Certifications for the Facilities and Operations student staff to ensure certifications are valid and up-to-date.
- Conduct safety audits for the Front Desk staff, Operations Assistants, Facility Supervisors, and Program Managers.
- Assist with the review and update of UREC facilities standards operating procedures and risk management plans.
- Monitor facilities usage, conduct regular facility walk throughs, and advise on the overall operations of the UREC facilities (Quinn Recreation Center, Student Recreation Center, and Mt Mitchell).

### *Technology Support and Business Operations*

- Collaborate to oversee the daily management, operations, regular maintenance, and troubleshooting of all recreation management software and hardware including Innosoft Fusion, When2Work, Connect2Concepts, and TimeClockPlus.
- Assist in developing standard operating procedures and training materials for Innosoft Fusion, Connect2Concepts, and WhentoWork to include leading workshops and staff training on how to operate and use Fusion, Connect2Concepts, and other UREC software.
- Assist with equipment purchases and ensure the quality of gym equipment for daily check-outs at the front desks.

- Maintain an accurate, up-to-date inventory of all member services equipment and follow-up with members on damaged equipment items.

### *Equity, Diversity, and Inclusion*

- Hold self, students, and staff members accountable to departmental expectations of creating an inclusive environment at UREC through communication platforms.
- Incorporate social justice and inclusion competencies into practice through seeking to meet the needs of all groups, equitably distributing resources, and raising social consciousness.
- Participate in initiatives with the goal to remove barriers from participating within a collegiate recreation facility.
- Maintain sensitivity to different perspectives and identities.
- Challenge cultural norms to perform change.

### *Departmental Leadership and Support*

- Participate and actively engage in the UREC Leadership Team initiatives by model UREC mission and vision.
- Contribute to department-wide initiatives and opportunities through participation in committees, work teams, and tasks to contribute to the mission of UREC.
- Establish effective and positive rapport with program staff, university personnel, students, and University Recreation users.
- Assist with monitoring the Facilities and Operations budget to include student payroll, equipment purchases, and facility event rentals.
- Teach CPR, AED, and First Aid classes for University Recreation Student Staff and App State community participants.

### **At a minimum, you should have**

- Knowledge of working in a recreation facility and exposure to general facility and/or program operations
- Good verbal and written communication skills, organizational skills, the ability to work with and create a positive team environment.
- Current certifications requirements
- American Red Cross CPR, AED, and First Aid Instructor certification (or willingness to become certified in the first three months of employment).
- Academic requirements:
  - Unconditionally accepted into a Graduate School Program or working toward the completion of a Master's Degree at Appalachian State University.
  - Maintaining a cumulative GPA of 3.0 or above

### **The preferred candidate will have**

- Previous experience in Campus Recreation, possibly as a Member Services Front Desk Attendant, Fitness Attendant/Operations Assistant, or Facility Supervisor.
- Previous experience in training, supervising and leading employees
- Experience using Innosoft Fusion software or any other facility management software
- Knowledge and experience in training and supervision of employees

## Hours

The Graduate Assistant will work on average 20 hours per week. Because of the work with students and events, there will be night and weekend work periodically.

## Salary and Benefits

- Stipend: \$9,000 per year (divided equally among the fall and spring semesters)
- In-state tuition scholarship: ~\$4,300 per year divided equally among the fall and spring semesters (final amount will be equal to approved in-state tuition)
- June and July employment is available at an equivalent hourly rate after your first year of employment.
- Professional Development Funds: \$300.00
- Parking Pass: \$300.00

## How to apply

Contact Eddie Simmons, Associate Director of Facilities and Operations, at [simmnsed@appstate.edu](mailto:simmnsed@appstate.edu) with the following materials:

1. Current Resume
2. Statement of Interest which includes reference to the minimum qualifications.
3. List of at least three professional references
4. GPA upon graduation
5. GRE (verbal, quantitative, & writing) scores. [Exam Waiver Information](#)

Deadline to submit applications is

Candidate review starts

Position is open until filled.

[More information at the Graduate Assistant Preview Program \(GAPP weekend\)](#)

**This position is anticipated to start on August 1st of 2024 with the option of starting July 1st of 2024.**

Please be aware that offers for assistantship positions are contingent upon acceptance into the University Graduate School and the specific [degree program](#) you are applying for. [Varying deadlines](#) exist for all applications, and it is the responsibility of the applicant to beware of these and apply accordingly. Applicants **MUST** be accepted into the [Graduate School](#) before they can be accepted into the degree program of their choice.

Some commonly related graduate programs with the offered graduate assistantship:

- [Master of Arts in Student Affairs Administration \(SAA\)](#)
- [Master of Arts in Higher Education](#)
- [Master of Science in Exercise Science](#)
- [Master of Public Administration](#)
- [Master of Business Administration](#)

**More about App State University:** As the premier public undergraduate institution in the state of North Carolina, Appalachian State University prepares students to lead purposeful lives as global citizens who understand and engage their responsibilities in creating a sustainable future for all. The Appalachian

Experience promotes a spirit of inclusion that brings people together in inspiring ways to acquire and create knowledge, to grow holistically, to act with passion and determination, and to embrace diversity and difference. Located in the Blue Ridge Mountains, Appalachian is one of 17 campuses in the University of North Carolina System. Appalachian enrolls more than 20,000 students, has a low student-to-faculty ratio and offers more than 150 undergraduate and graduate majors. Learn more at <https://www.appstate.edu/about/>

**More about Boone:** Boone is a college town in the best sense — a place where people say hello on the street and a vibrant downtown is just a block from campus. Its eclectic hub, known as King Street, features specialty shops, restaurants, and cultural attractions. The surrounding Blue Ridge Mountains attract outdoor enthusiasts year-round for hiking, skiing, snowboarding, mountain biking, cycling, fishing, kayaking, rock climbing, and other activities. Learn more at this [link](#)

**Office of Disability Resources Accommodations:** Appalachian State University is committed to providing an inclusive experience, accessible learning [and working] environments and equal opportunity to individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals needing reasonable accommodations should contact the Office of Disability Resources (828.262.3056 or [odr.appstate.edu](http://odr.appstate.edu))

**AA/EEO Statement:** Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.