

**Nova Southeastern University**

**Position Title:** Graduate Assistant for Operations

**Center/Department:** Student Affairs

**Reports:** Assistant Director for Operations

**Status:** FLSA Non-Exempt\_\_\_\_\_ FLSA Exempt\_\_\_\_\_

**Date:** July 2007

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**Primary Purpose:** The Graduate Assistant for Operations is a member of the Division of Student Affairs and is responsible for furthering the mission of Campus Recreation. This position is responsible for supporting several administrative and facility operational components of the NSU RecPlex. Additional responsibilities and duties are outlined as follows:

**Essential Job Function:**

1. To schedule all indoor and outdoor recreational spaces that are overseen by the office of Campus Recreation. This would include three multipurpose studios, two recreational basketball courts, an outdoor recreational field complex, and swimming pool.
2. To ensure proper set-up and breakdown of all reserved spaces, working with University Physical Plant, Media Services, and Catering where applicable.
3. To make sure all necessary equipment is provided and set-up for all reservations.
4. To coordinate all administrative paperwork for internal facility space rentals to include contracts, waivers, insurance requirements, fee collection, etc.
5. To work with Facilities Management, when appropriate, regarding administrative paperwork for outside group rentals to include contracts, waivers, insurance requirements, fee collection, etc.
6. To prepare weekly reports for appropriate Campus Recreation RecPlex staff to inform them of upcoming space reservations, set-up/breakdown requirements, and other related logistics.
7. To track and order all needed supplies for general RecPlex and pro-shop operations
8. To assist with staff recruitment, hiring, development, and retention.
9. To assist with the development and implementation of staff training programs.

10. To assist in evaluating all student-employees on an informal and formal basis.
11. To assist with placing and tracking facility related work orders.
12. To serve as a “back-up” with regard to completing RecPlex daily deposits and other financial operations in the absence of professional staff.
13. To do other relevant duties as assigned.

**Marginal Job Function:**

1. To assist in the recruitment and training of student-employees.
2. To assist with facility management of the RecPlex.

**Additional Job Functions:**

Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applications or employees with disabilities and will make reasonable accommodations when necessary. The following are abilities and physical requirements for all positions at the University.

1. Ability to orally communicate effectively with others, with or without the use of an interpreter.
2. Ability to communicate effectively in writing, using the English Language, with or without the use of auxiliary aids and services.
3. Ability to work cooperatively with colleagues and supervisory staffs at all levels.
4. May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.
5. May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils, calculators, computer keyboards, and telephones.
6. May be required to transport oneself to other campus offices, conference rooms and, on occasions, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

**Minimum Qualifications:**

1. Bachelor’s degree from an accredited university in a relevant discipline.

2. Prior relevant experience, preferably in a university setting.