



Department of Campus Life

Campus Recreation Graduate Assistant For Facilities Operation and Events

About SUNY Oswego

SUNY Oswego is located in Oswego, New York approximately 35 miles northwest of Syracuse and 65 miles east of Rochester. The College's 690 acre tree-lined campus spreads along the southern shore of majestic Lake Ontario. Originally founded in 1861 as the Oswego Normal School, the College became a charter member of the State University of New York system in 1948. In 1962, it expanded from teacher education to a multi-purpose College of Arts and Sciences. Today the College offers over 100 undergraduate majors and 22 master's degree programs through the College of Arts and Sciences, the School of Business, and the School of Education.

Program Overview

Campus Recreation is a division of the Department of Campus Life that provides a variety of fun-filled, health promoting, physical and recreational activities conducive to wellness and personal development. Students, faculty, and staff participate in these activities through the following programs and services: intramural sports, open recreation, sport clubs, special events, and instructional programs.

Position Responsibilities

The Graduate Assistant for Facilities Operation and Events will serve as a member of the Campus Recreation staff. The Graduate Assistant will be an active team member and will provide input toward the work of Campus Recreation including the evaluation of programs and services provided to the University community. The Graduate Assistant reports to the Coordinator of Campus Recreation. The Graduate Assistant is responsible for the following:

1. Assist in nightly supervision of all Campus Recreation facilities to include: Lee Hall, Swetman Gym, Outdoor Recreation Facilities, and the main Campus Recreation Office.
 - a. Oversee all front desk operations including enforcing all policies and procedures. Oversee the equipment and locker check out.
 - b. Provide supervision to all student Building Managers and Office Assistant in the evenings. Assist in student hiring, training, scheduling, evaluating, and checking weekly timeclock hours.
 - c. Complete nightly checks of all Campus Recreation facilities and areas. Complete and submit nightly shift reports to the Coordinator.
 - d. Enforce building policies and procedures to ensure quality customer service and safe facilities.
 - e. Oversee and trouble shoot any facility maintenance or sports equipment issues. Assist in conducting regular equipment checks for Campus Recreation and keep all office and storage areas organized.
2. Assist the Campus Recreation Coordinator in monthly safety inspections of all Campus Recreation facilities. Also assist with providing inventory twice a year.
3. Assist in planning, organizing, supervising, implementing, and evaluating Special Events. Specific responsibilities include: plan and organize special events; work closely with the marketing team staff to promote events; arrange for food and beverages with Campus Catering where appropriate; work in conjunction with other groups and organizations on collaborative events; solicit businesses, other departments, and the local community for donations or incentives and prizes for events where appropriate; and work closely with Campus Recreation and Campus Life to schedule space for events.
4. This position is 20 hours per week. The work week will consist of evenings, weekends, and office hours. The work schedule will need to be flexible and may vary to accommodate programs and special events.
5. Participate in weekly staff meetings, student orientation and training sessions as deemed appropriate, and one on one meetings with supervisors.
6. Assist with program evaluations and assessments.
7. Assist with resolving conflict and emergency medical situations at programs as needed.
8. Assist with other appropriate Campus Recreation Programs and Special Event duties as assigned by supervisors.

Qualifications

The successful candidate will present evidence of the following:

1. Full matriculation into a graduate program at SUNY Oswego.
2. Experience and interest in the areas of Intramural Sports, Recreation, Club Sports, Athletics, Wellness, or Health and/or a strong desire to gain a working knowledge of Campus Recreation.
3. Prior experience as a member or leader of a college student organization is desired.
4. Organizational skills, effective time management skills, strong oral and written communication skills, and high levels of energy and enthusiasm.
5. Prior experience supervising and training employees desired.
6. Event planning, organizing, and evaluation experience desired.
7. Ability to work as an effective member of a professional team.
8. Strong computer skills and the willingness to train in the Campus Recreation software programs.
9. American Red Cross CPR, First Aid, and AED certificate desired or willingness to obtain the certification required.

Appointment

The term of appointment runs from Thursday, August 17, 2017 through Friday, May 11, 2018 excluding some academic recesses. The position requires that the Graduate Assistant starts working one week prior to the first day of class in each semester. The Fall start date is August 17, 2017 and Spring start date is January 11, 2018. The Graduate Assistant for Campus Recreation is expected to work twenty (20) hours per week, excluding applicable holidays, during the term of appointment. Regular evening and weekend hours are required.

Remuneration

Compensation for the 2017-18 academic year includes \$8,680 toward tuition and stipend. The Graduate Assistantship is subject to final budget allocations.

Rights and Privileges

1. Parking: Graduate Assistants are entitled to receive an employee parking sticker. Graduate Assistants do not pay a parking registration fee and they may park in employee parking lots.
2. College Store: Graduate Assistants are entitled to a 10% discount on textbooks purchased through the College Store.
3. Penfield Library: Graduate Assistants are entitled to an extended time when borrowing books from the library.
4. Holiday Leave (Stipendiary Appointments): Graduate Assistants are eligible for holiday leave. If there are no classes on a holiday, then holidays are considered holidays with pay. If a Graduate Assistant is required to work on such holidays, he/she is entitled to compensatory time off.
5. Sick Leave: Graduate Assistants are entitled to a maximum of five days of sick leave per academic year after one semester of service.

To Apply

Submit letter of application, resume, and three professional references names, e-mail, phone numbers, and how you know the individuals via e-mail to, this position is open until filled:

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