Job Summary
The Graduate Assistant of Operations in the Office of Recreation at The University of Toledo is a one year commitment under the guidance of a professional staff member. Graduate Assistants within the office share general responsibilities for mentoring and leading undergraduate students and assisting in special events. More specifically the Graduate Assistant will be involved in the day to day operation of the Student Recreation Center and the Health Education Center including managing the student staff and support of all recreational activities within the facility.

Chain of Command
Responsible to the Assistant Director – Operations & Marketing

Requirements
- Bachelor’s degree and acceptance to a Graduate program at The University of Toledo
- Must meet The University of Toledo student employment qualifications
- Experience in staff management and leadership
- Experience and a desire to gain further knowledge in the areas of Management
- Current certification in Professional Level CPR, and AED First Aid required
  - Prefer instructor level certification (can be obtained within the first 6 months of hire)
- Computer skills and strong communication skills are essential
- Must clear a criminal background check through The University of Toledo Police Department
- Work schedule is based on 20 hours per week while classes are in session
- Weekend and evening work will be required

Responsibilities
- General assistance with special event planning, scheduling, and management
- Management of Student Recreation Center and Health Education Center Undergraduate Assistants, Building Managers, and Floor Supervisors including hiring, training, scheduling, disciplining, and evaluating
- Responsible for the operation of the facility including equipment upkeep and inventory as well as facility policy development and enforcement
- Supervision of all Student Recreation Center and Health Education Center events that are scheduled through the Office of Recreation
- Scheduling and supervising the performance of lifeguards for Health Science and Human Services and Army ROTC activities that occur in the Health Education Pool
- Attend leadership meetings and function as a team leader on the leadership team
- Properly complete all related forms and paperwork
- Division of Student Affairs Special Event Staffing
- Maintain weekly office hours as instructed by supervisor

Remittance
- Full in-state tuition waiver and stipend of $4,000 per fall or spring semester
- Additional $9.60 per hour is possible for work during summer and breaks
- Student is responsible for all fees, parking, books, and tuition above that of in state amount