



Responsibilities

- Responsible for management of Rec Manager student employees (Rec Center, Morse Fitness Center, and Health Education Center) including, supervision, hiring, training, scheduling, paying, disciplining, and evaluating
- Responsible for management of Facility Tech student employees and Facilities Student Assistant, including supervision, hiring, training, scheduling, paying, disciplining and evaluating.
- Assist with the daily operations of the Student Recreation Center, Morse Fitness Center, and Health Education Center including equipment upkeep, facility maintenance, risk management, and facility management.
- Responsible for cleanliness and repair of the facilities which includes monitoring each facility, developing and monitoring cleaning task sheets, and organizing major off-hours cleaning sessions each semester.
- Attend all required department staff meetings and functions
- Properly complete all related forms and paperwork
- Division of Student Affairs Special Event Staffing
- Maintain weekly office hours as instructed by supervisor

Personal/Professional Development and Responsibilities

- Attend and participate in all Graduate Assistant Trainings: August 6-19, 2018.
- Attend, participate and lead employee group trainings and meetings within employee group and department wide, including Leadership and Training Week: August 20-24, 2018.
- Be receptive to professional and personal development
- Balance time commitments
- Recognize limitations and work to improve
- To function as a contributing member of the UTREC team
- Assist the Office of Recreational Services in keeping all facilities, programs, and services: modern, inclusive, and positive.

Expectations

- Respectfully manage disagreements and model positive rapport with patrons
- Role model appropriate behavior at all times, including in online communities
- Maintain regular and frequent communication with supervisor

Requirements

- Bachelor degree required
- Candidates must pursue a Graduate Degree in Higher Education, Exercise Science, Business, Public Health, Public Administration or Recreation Administration. Offers are contingent upon acceptance into the previously mentioned graduate programs.
- Must meet The University of Toledo student employment qualifications
- Must have and maintain current American Red Cross Professional Rescuer Level CPR/AED and First Aid Certification
- Attend all UT orientations and trainings

- Must clear a criminal background check through The University of Toledo Police Department
- Experience in staff management and leadership

Working Conditions

- 20 hours worked per week in the fall and spring
- Work will take place on the Main Campus in the Student Recreation Center and Health Education Center, and at the Morse Center on the Health Science Campus
- Work shifts include morning, afternoon, evening and weekend hours; some holiday hours are required

Reporting Relationship

- Reports to: Assistant Director, Facility Operations
- Supervises Building Supervisors

Remittance

- Full in-state tuition waiver and stipend of \$4,000 per fall or spring semester (out of state tuition waiver may be available)
- Additional \$11.00 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