



**Youngstown State University
Campus Recreation and Student Programming
Graduate Assistant Intern**

General Graduate Assistant Intern Position Description:

Assist with the following: management and supervision of the facility, programs and staff during hours of operation, assign Interns, and Monitors shift locations, schedule of facility and programming areas, create and maintain area specific budget, develop, implement and evaluate area specific programs, inventory of area specific equipment, interview, hire and train student staff, open and close the facility, provide safety, security and cleanliness of the Andrews Student Recreation and Wellness Center, facility, events and program set-up, sign off on substitution forms, complete all Matter of Record forms and place in administrator mailbox, respond to crisis and conflict situations in the facility, plan and conduct department and area specific staff trainings, distribution of marketing material, and monitor usage of facility, equipment and programs during hours of operation. Additional duties include: provide information about building hours, programs, policies and procedures, maintain on-going communication by checking and responding to weekly e-mail messages and mailbox contents, enforce and monitor facility and program policies and procedures, assumes responsibilities in absence of professional staff, attend and assist with department Special Events, attend weekly department meeting, act as committee chair for minimum of 1 special event, represent the Department of Campus Recreation on division committees, meet weekly with administrators if needed, maintain CPR and First Aid certification and other duties assigned.

Executive member of SRAC

- Assist with the coordination of SRAC activities, mentoring of committee members and communication between student and professional staff

Assist in the development of student staff: New Hire Orientations, Semester Orientations, Staff In-Services, Academic Internships, Student Evaluations, and staff incentive programs.

- Create and lead in-services for Interns, Academic Interns and Hourly staff
- Act as a resource for individual staff training areas
- Assist with the develop of a hiring, training and evaluating process for department
- Update and maintenance of department employee manual

Assist with Department Marketing Campaign

- Represent the department at campus wide resource fairs and admission days
- Present department presentations to student groups
- Assist with the creation of department wide marketing mediums – Toilet talks, power points, and commercials
- Provide facility tours to outside groups

Assist in the development and implementation of assessment and evaluation methods

- Work with the Assistant Director of Programs on assessment and evaluation initiatives

Assist with Family Day, Take Your Child to Work Day, and Sibs Weekend

- Work with the Assistant Director of Programs in development, implementation and evaluation of these department programs

Provide Customer Service hours or cover Intern shifts in facility

- Work with Assistant Director of Fitness and Facility Operations to gain a better understanding of facility operations, policies and procedures and student staff
- Assist with improving customer service perception of staff
- Additional duties assigned as needed

Participates in campus events and committees; disseminates information to promote the Department of Campus Recreation and Student Programming.

Reports To: Professional Staff
Salary: Stipend and tuition remission
Contact: Joy Polkabila Byers, jbyers@ysu.edu, (330) 941-2242
Start Date: 2 weeks prior to the start of fall semester

Located in northeast Ohio, Youngstown State University offers a wealth of activities, events and services to students. With just over 14,000 students and an average class size of 25, YSU presents more than 100 undergraduate majors and 35 master's and doctorate programs as well as easily accessible and dedicated faculty. Additionally, YSU offers internship and research opportunities at both undergraduate and graduate levels. Positioned in the top three of the most cost effective state universities in Ohio, YSU is an investment for which you can be proud you made.

