



YOUNGSTOWN STATE UNIVERSITY

POSITION DESCRIPTION

GRADUATE ASSISTANT INTERN

CAMPUS RECREATION AND INTRAMURAL SPORTS

ANDREWS STUDENT RECREATION AND WELLNESS CENTER

Position Title: Graduate Assistant Intern

Positions within Department:

- Facility
- Wall
- Intramural
- Strength & Conditioning
- Facility Set up Crew
- Intramural Sports
- Group X
- Aquatics
- Persona Training
- Health Educator
- Marketing/ Special Events

Position

Description: Assist with the following: management and supervision of the facility, programs and staff during hours of operation, assign Interns, Supervisors 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 substitutions forms, complete all Matter of Record forms and place in administrator mailbox, response 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 all department Special Events, attend weekly department meeting, act as committee chair or co chair for minimum of 1 special events, 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

Minimum

Requirements: YSU graduate student in good standing enrolled for a minimum of 9 credit hours, enthusiastic and willing to help others. Must be or willing to be certified in CPR/ First Aid. Prior Campus Recreation or related experience required.

Reports To: Professional Staff

Salary: Stipend and tuition remission

Contact: Department of Campus Recreation and Intramural Sports Office—
330-941-3488 or stop by Andrews for an application.

Please turn in an application, cover letter and resume to:
Department of Campus Recreation-
Andrews Student Recreation and Wellness Center
Youngstown State University
One University Plaza
Youngstown, Ohio 44555
(330) 941-3488 (Main Office-Reception)