



# MISSISSIPPI STATE UNIVERSITY™

## STUDENT AFFAIRS

### Mississippi State University – Division of Student Affairs University Recreation | Facilities Graduate Assistant

**Academic Year (July 1 – June 30)**

**Main Campus – Sanderson Center**

#### **Division Overview**

The Division of Student Affairs consists of over 13 non-academic areas of campus life. Some of these departments include University Police, Dean of Students, Center for Student Activities, and Holmes Cultural Diversity Center. University Recreation supports the Division of Student Affairs and Mississippi State University in the total educational development of students by providing unique recreation programs, services, and facilities that support and encourage the development of a healthy lifestyle.

#### **Qualifications**

- Accepted as a graduate student by the Graduate School within any academic unit of the university
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Proficiency in written and oral communication skills and utilization of computers
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Employee development and performance management skills
- Ability to foster a positive, cooperative work environment
- Ability to plan, organize, and implement promotional programs and events
- Ability to comply with all policies and regulations of Mississippi State University and enforce policies that apply to recreational sports programs and services

#### **Responsibilities**

- Insure that the Sanderson Center is open as advertised and adequately staffed for efficient operation.
- Assist in the recruiting, hiring, training, supervision, and evaluation of student facility supervisors. Attend monthly training sessions.
- Insure that all facilities offer a safe environment; report any necessary equipment or facility repairs to the Associate Director and the Building Maintenance Supervisor.
- Report all injuries; notify emergency services when necessary. Submit appropriate injury report forms.
- Report disturbances and other incidents to the Associate Director. Have appropriate personnel complete report form.
- Intervene when student facility supervisor is no longer able to control a situation. Contact UPD if the situation warrants.
- Insure that all daily reports are complete and accurate.
- Assist in preparing work schedules for facility supervisors.
- Assist with University Recreation special events as assigned.
- Make suggestions regarding improvements for the program.
- Participate in short- and long-range planning for all areas of the department.
- Perform other duties as requested by professional staff.

## **How to Apply**

Applicants should email cover letter, resume, and references to Will Jordan at [wjordan@saffairs.msstate.edu](mailto:wjordan@saffairs.msstate.edu). The deadline to apply is February 17, 2017

## **Additional Information**

Student will work approximately 20 hours per week. Student should not hold other jobs or assistantships. As compensation, student will receive full tuition waiver except minimal university fees, stipend paid twice a month, and professional development funds when available.

## **Disclaimer**

Discrimination based on race, color, ethnicity, sex (including pregnancy and gender identity), religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran and or any other status protected by state or federal law is prohibited in all employment decisions.

**For more information, contact Will Jordan at [wjordan@saffairs.msstate.edu](mailto:wjordan@saffairs.msstate.edu)**