

# USC Student Affairs

## *Recreational Sports*

### FACILITY OPERATIONS GRADUATE ASSISTANT

The mission of [USC Recreational Sports](#) is to provide the university community with opportunities to pursue a balanced, healthy lifestyle through participation in recreational activities. Recreational Sports aims to support our members through fitness and recreational programming, leadership development, training, and cross-unit collaboration. Recreational Sports include the following programs and services: Intramural Sports, Club Sports, Fitness, Martial Arts, Youth Programs, Aquatics, Spirit Groups, Informal Recreation, Facility Memberships, and Special Events. Our staff works together to provide quality recreational activities, enhance the USC student experience, and provide quality customer service, mentoring, and professional development opportunities to full-time and student employees.

Check the website [HERE](#).

### DESCRIPTION

The Facility Operations Graduate Assistant will assist the Facility Operations Coordinator and Operations Manager in the overall organization and administration of operating the Recreational Sports Centers at the University of Southern California. The graduate assistant will aid in the administration of all indoor and outdoor facilities and assist in the leadership of the undergraduate facility management staff. In addition, the Facility Operation Graduate Assistant will play an integral role in budgeting, facility reservations, event management, working with campus partners, and daily operations. The Facility Operations Graduate Assistant will lead the USC Recreational Sports student operations employee leadership team and be the spokesperson for our student employees regarding our [USC Counseling & Mental Health Services](#) (CMH) Partnership.

### JOB DUTIES

- Responsible for assisting in the coordination of the daily supervision and operation of USC Rec Sports indoor and outdoor facilities
- Provide student leadership, student personnel oversight, and ongoing student professional development for facilities student employees.
- Assist in the recruiting, hiring, training, scheduling, supervision, and evaluation of the undergraduate facility management staff
- Assist in the management of the special event and equipment operations
- Serve as a program representative for the University of Southern California
- Serve as spokesperson for our student employees regarding our partnership with USC Counseling & Mental Health Service
- Assist in the management and maintenance of Rec Sports equipment and facilities.
- Other duties as assigned

## **MINIMUM QUALIFICATIONS**

### ***EDUCATION***

Bachelor's degree

### ***EXPERIENCE AND CERTIFICATIONS***

- Excellent verbal and written communication skills
- Professionalism and willingness to learn
- Motivation, enthusiasm, attention to detail, and strong leadership qualities
- Flexible schedule
- Prior customer service experience
- Ability to work with a diverse group
- Special event experience
- Prior experience in a campus recreation setting
- Strong interpersonal skills
- Career Aspirations in recreational sports
- American Red Cross First Aid, CPR, and AED Certification within 30 days of the start date
  - Training is usually offered internally through Recreational Sports Aquatics

### ***OTHER REQUIREMENTS***

- Must attend required Recreational Sports mandatory trainings, onboardings, and orientations
- Must complete all mandatory online trainings

## **SUPERVISION**

The Facility Operations Graduate Assistant will be directly supervised by the Facility Operations Coordinator and Operations Manager.

## **SALARY**

- This is a graduate-level hourly role of \$20 / hour. A maximum of 20 hours a week.
- Opportunity for professional development conference: NIRSA

## **TO APPLY**

Send a resume and cover letter to: USC Recreational Sports - [recsports@usc.edu](mailto:recsports@usc.edu)

Title email: Facility Operations Graduate Assistant Opportunity

## **START/END DATE**

- This is an one-year employment: August-May.
- Early mornings, late evenings, and weekends work is required.

- Will have the option to work holidays, finals weeks, and during academic interim and break periods if approved.

#### **TYPICAL WORKING CONDITIONS AND PHYSICAL CONDITIONS**

Work is typically performed indoors and outdoors. Ability to adhere to deadlines. Ability to work in shared office space as applicable. Must be flexible, adaptable, and readily able to adjust to changes in work environment. Position requires daily public contact. While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; and reach with hands and arms. In addition to walking, the employee may occasionally stoop, kneel, crouch, or crawl. The employee must stand and walk for extended periods of time. The employee must be able to talk, hear and be able to detect smoke, heat and subtle smells. The employee must frequently move 10 pounds and occasionally move up to 50 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations will be provided to persons with disabilities.