



STUDENT AFFAIRS

CENTRAL MICHIGAN UNIVERSITY

Job Title: Facilities Operations and Events Graduate Assistant

Department: University Recreation

Date: Academic Year Assistantship, August 2023 – May 2024

Minimum Qualifications:

- Earned Bachelor's degree
- Admission to Central Michigan University's College of Graduate Studies
- Demonstrated positive interpersonal skills
- Demonstrated ability to communicate effectively and project a positive image
- Serve as a role model for all students and staff in personal and professional behaviors
- Ability to balance several projects and meet deadlines

Specific Duties Performed:

- Assist with daily supervision and operations of University Recreation facilities.
- Responsible for the supervision, hiring, training and scheduling of student Events/Facilities Operation staff.
- Assist in facility rental/special event logistics for special events held in University Recreation facilities.
- Serve as Events Facility Administrator during assigned events.
- Serve as a part of Facility Operations Team on-call rotation.
- Work as part of the events management team with home football game administration staff.
- Responsible for Events Center equipment and event setups.
- Responsible for executing the facility's Emergency Action Plan.
- Nights and weekends work as assigned
- All other duties as assigned.
- *Certification Requirement:* Red Cross CPR-PR desired.