



**Athletics Equipment and Operations
Graduate Assistant
Emory Athletics and Recreation**

Emory Athletics at Emory University is offering a graduate assistantship for those seeking a career in athletics. Candidates must have experience in athletics, collegiate recreation or student affairs.

Function

The Graduate Assistant will report to the Coordinator of Athletic Equipment & Facility Operations. This position is at the Woodruff Physical Education Center (WPEC). The primary responsibility of this position is managing the student staff of the building and the care of varsity uniforms and equipment for Emory's 19 intercollegiate teams that compete at the highest level in Division III.

In addition, the Graduate Assistant will work with the student staff by overseeing scheduling and coverage needs. Weekend work will be required at peak times during the athletic season (Late August – November; January – April). The position averages 20 hours per week. The schedule will vary depending on week to week and by season.

These graduate assistant positions are two-year opportunities averaging 20 hours per week, including a tuition waiver to Georgia State University and a \$10,000 annual stipend. There are opportunities for professional development and additional hourly wages.

Responsibilities

Student Staff Supervision – 50%

- Build relationships with WPEC student staff and delegate responsibility as needed.
- Assist with student staff scheduling.
- Assist with recruitment and training of new student staff.
- Assist with regular in-service training.
- Promote personal and professional development of student supervisors and student staff.
- Fill in scheduling needs during university breaks or throughout the semester.

Athletic Equipment and Uniforms – 40%

- Responsible for the care of varsity uniforms.
- Communicate with coaches and assistant coaches about sport specific uniform care prior to each season.
- Work with head coaches and assistant coaches regarding any special request and scheduling game day preparation. Work closely with Coordinator of Athletic Equipment & Facility Operations to handle unique situations regarding care of uniforms.
- Communicate with event management staff and assistant coaches to handle any extra requests by visiting teams on game days.
- Assist in scheduling uniform care based off of athletic contest, delivering and picking up uniforms in team locker rooms
- Assist with uniform care needs during post-season NCAA championship and UAA championship events.
- Assist on special projects such as equipment orders, chemical orders, inventory, and otherwise assigned projects.
- Assist with cleaning, organizing and maintaining equipment room area.
- Maintain storage areas in equipment room.

Administrative – 10%

- Serve as a manager on duty for the recreational facility; which includes, but is not limited to, serving as a first responder for emergency situations and providing emergency care, providing customer service, resolving conflicts and making decision and judgments regarding facility usage.
- Provide excellent customer service.
- Assist in inventory control and maintenance equipment
- Assist with the day to day operations of the equipment room operations.
- Enforce facility policies and procedures consistently to all participants.
- Serve on NCAA host management or conference championship team as needed.
- Abide by all NCAA, conference and institutional eligibility regulations and NCAA Principles of Ethical Conduct.
- Assist with set up/tear down of events if needed
- Other duties as assigned.

Authority

The Athletics Equipment and Operations Graduate Assistant has the authority to oversee the uniform and implementation of services. Additionally, the Operations and Facilities Intern supervises student employees and assists with training.

Reportability

The Athletics Equipment and Operations GA reports directly to the Coordinator of Athletic Equipment & Facility Operations and coordinates with other professional staff members.

Accountability

The Athletics Equipment and Operations GA shall under no circumstances authorize expenditures in excess of budgets or supersede University policies without prior approval. Requires contact with department and University faculty, staff, students, parents, vendors, and the general public.

Qualifications

Education, Experience, and Training

- Bachelor's degree
- Interest in a career in Athletics
- Excellent customer service skills
- Highly organized and attention to detail
- Certified in CPR/AED or course competition within two months of employment
- Ability to bend, stoop, twist, and lift up to 50 pounds

For questions about this position please contact Greg Lewis at gregory.lewis@emory.edu