

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Graduate Assistant for SUNY Cortland Alumni Arena reporting directly to the Alumni Arena Manager
9-month position August 21, 2017-May 13, 2018

QUALIFICATIONS:

- **REQUIRED:**
 - Acceptance into any graduate program at SUNY Cortland; Bachelor's Degree
 - Ability to work nights and weekends, including breaks and holidays as needed
 - Supervisory experience
 - Strong communication and organizational skills, including the ability to clearly with coaches, administrators, and other users/visitors of the facility.
 - Enthusiastic with a desire to work hard
- **DESIRED:**
 - Experience or education in one of the following fields: Facility Management, Sport Management, Recreation, or Physical Education
 - Will be trained in proper use of all necessary equipment but prior experience and familiarity with ice resurfacing and maintenance preferred
 - Previous experience with facility scheduling & staffing events
 - Demonstrate orientation toward quality customer service and teamwork
 - Valid Driver's License
 - CPR/First Aid Certification

RESPONSIBILITIES:

Assist Alumni Arena Manager with all daily operations of the facility and events, including but not limited to:
Supervising Alumni Arena Staff and programs/events at night and on weekends
Responsible for covering events including but not limited to, varsity and club games held at Alumni Arena
Hire, train, schedule, discipline and evaluate student staff
Drive the Ice Resurfacers and operate machine edger for proper ice maintenance.
Completing daily, weekly, monthly and yearly equipment checks and basic maintenance on the Ice resurfacers, machine edger, skate sharpener, facility etc.
Conducting walk-throughs of the arena to identify issues and make recommendation to administration
Clean and organize alumni arena and storages areas
Assist with the scheduling of the facility for classes, athletic practices and games, club sports, intramurals, outside and special events
Sharpen Skates and equipment repair
Assist in updating current, developing and implementing new policies & procedures
Working collaboratively with other groups on campus to schedule and run events at Alumni Arena
Update and maintain current information on the website
Physical Labor is required
Assist with all other duties as assigned by the Alumni Arena Manager

SALARY:

\$5,500 per year plus tuition waiver for up to six credit hours of graduate work per semester. Work time is flexible but you will have to work nights, weekends and over October and Winter break.

APPLICATION:

Completed applications with letters of recommendation must be received in the Graduate Admissions Office, SUNY Cortland, Miller Building, Room 106, Cortland, NY 13045. Late applications will be accepted until the position is filled.