

I ILLINOIS

Campus Recreation

POSITION DESCRIPTION

POSITION: FACILITY OPERATIONS – ICE ARENA GRADUATE ASSISTANT

JOB SUMMARY:

Assist in the operation of the University of Illinois Ice Arena for Campus Recreation. Provide leadership in the area of facility operations, event management and student development. The secondary purpose of this position is to provide development opportunities to the incumbent which could include special projects and/or assignments.

ORGANIZATIONAL RELATIONSHIPS:

Director

Associate Director of Programs

Ice Arena Associate

Ice Arena Specialist

Facility Operations – Ice Arena Graduate Assistant

Part-time Staff

DUTIES & RESPONSIBILITIES:

Ice Arena Operations & Administration

- Gain knowledge and experience in all areas of facility supervision which includes: customer service, student development, financial management, risk management, safety procedures, and maintenance reporting
- Manage public skating sessions, men's club hockey games, and other special events
- Develop, update, and implement all policies, procedures and manuals
- Assist with preparation of data collection, program assessments, and overall program recommendations
- Collaborate with lead Ice Arena staff on budget planning, equipment purchasing, training plans, staff incentive programs, staff disciplinary actions, program offerings, and maintenance repairs
- Ensure all staff remain compliant with necessary certifications and arrange certification courses
- Provide timely response to customer service inquiries specific to the Ice Arena programs

Student Development and Supervision

- Hire, train, schedule, supervise, and evaluate approximately 100 student employees (approximately 65 Facility Assistants, 15 Customer Service Assistants, 15 Zamboni Drivers, and 5 Event Managers)
- Provide leadership and serve as a resource to student staff. Lead and/or assist with training and developmental opportunities for student staff
- Provide support to the student staff and the Ice Arena Associate and Ice Arena Specialist; attend and participate in regular staff meetings and perform other duties as assigned

Developmental Opportunities

- Adhere to and maintain divisional performance criteria at a satisfactory level; maintain current certifications
- Collaborate with other Campus Recreation units as needed to execute array of programming efforts for diverse participants

- Conference and professional development travel participations [state and regional annually, national during second year of assistantship]
- Opportunities to work in different areas of Campus Recreation to broaden recreational learning experience and serve on departmental committees
- Based on applicant's desired interest areas, can be flexible creating leadership roles and working opportunities within the Ice Arena
- Participation in departmental committees

ADDITIONAL RESPONSIBILITIES:

Guidelines

- Adhere to and maintain divisional performance criteria at a satisfactory level; maintain current certifications.
- Assist with other Campus Recreation programs as needed.
- State and Regional Conference travel opportunities.

KNOWLEDGE REQUIRED:

- Must have experience working in recreational sports programs and/or special events. Experience supervising part time employees preferred. Must have a Bachelor's degree.
- Applicants must be accepted to the University of Illinois. To receive a tuition and fee waiver, applicants must be enrolled in the College of Applied Health Sciences department of Recreation, Sport and Tourism.

MINIMUM WORK REQUIREMENTS:

- Position requires flexible work schedule, including evenings and weekends as necessary.

MINIMUM EDUCATION & EXPERIENCE:

- Must have lifeguard and swim instructor experience, preferably with management experience of lifeguard staff and learn-to-swim program. Should have the ability to teach swimming classes to varied ages of participants and lead staff in-services
- Must have a Bachelor's degree. Applicants must be accepted to the University of Illinois. To receive a tuition and fee waiver, applicants must be enrolled in the College of Applied Health Sciences department of Recreation, Sport and Tourism (RST). Minimum qualifications for RST are as follows:
 - An upper division GPA from an accredited university of 3.0 or higher
 - A total on the GRE math and verbal sections of 300 or better, with neither score below 145
 - A score of 3.5 or better on the written/analytic section of the GRE
 - For International students, a TOEFL score that meets UIUC requirements

APPLICATION INSTRUCTIONS:

- Email a resume, cover letter, and contact information for three professional references to Cherise Marks, Student Development Coordinator, Campus Recreation, University of Illinois at Urbana-Champaign at cherisem@illinois.edu by February 17, 2019.
- Cover letter or resume should indicate (yes or no) if you meet the minimum qualifications for graduate school admission.