

## **Willamette University Campus Recreation Facility & Membership Operations Graduate Assistant Position**

Willamette University in Partnership with Lewis and Clark College

Salem & Portland Oregon

Willamette University Campus Recreation Department is excited to partner with Lewis & Clark Graduate School of Education and Counseling.

- Willamette University is the Pacific Northwest's leading private university. Our historic campus next to the State Capital in Salem houses a renowned residential liberal arts college that offers undergraduates a full spectrum of academic programs and co-curricular opportunities to enhance personal growth and development.
- Lewis & Clark is a private institution with a public conscience, a residential campus with global reach. Students and faculty throughout all three of Lewis & Clark's schools--the undergraduate College of Arts and Sciences, the Graduate School of Education and Counseling, and the School of Law--pursue new ways of knowing by combining classic liberal learning with pioneering collaboration.

Candidates interested in this position will be working within the Willamette University Campus Recreation Department and will be obtaining their Masters Degree within the Graduate School of Education and Counseling with a focus of Student Affairs Administration at Lewis & Clark.

### **Qualifications:**

- Bachelor's Degree in Recreation, Education, or related field
- Acceptance to the Graduate School of Education and Counseling at Lewis & Clark College
- Demonstrate strong professionalism, leadership, organizational skills, and a strong work ethic
- Experience with a collegiate recreation program (1-4 years)
- Experience in one or more areas; facility operations, group fitness, aquatics, sports clubs, and intramurals.
- Knowledge of use and maintenance of various recreational, weights, and fitness equipment
- Knowledge and experience in employee hiring, supervision, training, and staffing
- CPR, First Aid, and AED certification or the ability to obtain within 30 days of hire
- Possess excellent written and verbal communication skills
- Valid Driver's License and ability to meet University's vehicle policies and procedures
- Position subject to criminal background check
- Knowledge of diversity, equity, and inclusion concerns of underserved populations attending the university.

**Responsibilities:**

- Assists the Director of Campus Recreation with the development and management of the shared Sparks Athletic Center, including a fitness center, gymnasium for open recreation, one indoor pool, one outdoor pool, two multi purpose rooms, outdoor Sparks turf field, locker rooms, and Cone Field House.
- Hire, train, supervise, develop, hold accountable, and evaluate student facilities and aquatic staff for the Sparks Athletic Center.
- Manage day to day operations of the fitness center, including risk management, facility safety checks, shift coverage, equipment inspections, scheduling of space for groups, marketing, signage, and COVID protocol management.
- Coordinate with the Athletic department to support and collaborate on the usage of space.
- Manage and maintain EZFacility Software management system, including digital waivers and memberships for outside community members.
- Assist the Director in the budgeting of operational expenses and student payroll.
- Assist the Director in assessment of student learning outcome initiatives.
- Assist Director in the design and implementation of staff training for all programmatic areas within the Sparks Center.
- Assist the Director and support student coordinators to enhance and develop campus recreation program areas of the Sparks Center, aquatics, intramurals, sports clubs, and outdoor programming where expertise exists.
- Assist in the development of events, programming, and workshops within Campus Recreation.
- Promote and market Campus Recreation to the Willamette community.
- Compile participant data in all Campus Recreation programming areas and contribute to semester highlights.
- Demonstrate commitment to expand knowledge and awareness of diversity, equity, and inclusion, understanding cultural differences, social identities, and historical inequities and strategies for interacting with people different from oneself and providing support and advocacy for diverse communities. Including program and services delivery within this lens.
- Maintain a 3.0 GPA each semester in graduate level classes.
- Assist with Student Affairs special events and other duties as assigned and time allows.
- Serve as a contributing member to the Student Affairs departmental staff meetings as time allows.

**Time Commitment:** The GA position is a 10.5 month contracted assistantship (Mid July to Early June) for 20 hours per week on an established schedule that fits with the student's academic course demands, which may include weekdays, weeknights, and weekends. The student may have an opportunity for part-time or full-time summer employment with the non contracted dates.

**Contract Dates:** July 11, 2022 to June 2, 2023. The contract renewal for the second year will occur at the end of the first contracted year. There are two weeks off from December 17, 2022-January 1, 2023. Other university holidays will also be observed during the contract.

**Compensation:** An hourly rate of \$20.00 per hour will be paid over the 44 weeks of work during the academic year. Students may be eligible for additional earnings for summer employment and if the budget allows. You will also be given a parking pass if needed or we could work out the equality of a parking pass for public transportation.

**Application Process for Academic Program:** To be eligible for the graduate assistantship, eligible students must apply, be accepted, and enroll in the Graduate School of Education and Counseling Program, with the focus in Student Affairs Administration Masters or EdD in Higher Education Student Affairs at Lewis & Clark. The program is designed to prepare graduate students for employment within a Higher Education setting.

If you would like to learn more or apply, please click on the following link:

[https://graduate.lclark.edu/departments/educational\\_leadership/doctoral\\_program/hesa/](https://graduate.lclark.edu/departments/educational_leadership/doctoral_program/hesa/) or if you have questions please reach out to **Brenda Sifuentes** at [bsifuentes@lclark.edu](mailto:bsifuentes@lclark.edu).

**Academic Program Deadline:** Priority for those applying by January 15, 2022 with an ongoing rolling application process as needed.

**Application Process for Graduate Assistantship Campus Recreation position:** Please submit a cover letter, resume, and three references in electronic format to: **Tony Stafford, Director of Campus Recreation, Willamette University**, [ajstafford@willamette.edu](mailto:ajstafford@willamette.edu). If you have questions please call 503-370-6812 or email.

**Graduate Assistant Position Application Deadline:** First priority to those that apply to both the academic program and the GA position before January 31, 2022, on-going until position is filled