

Graduate Assistant – Facilities & Operations (2 positions available)

Job Summary: Under the direct supervision of the Director of Athletic Facilities, this position will be responsible to maintain athletic facilities, assisting with varsity sporting events and outside rentals, and assisting with the set-up and breakdown of varsity athletic events and outside rentals. The chosen candidate will act as a representative of the university, in a manner that supports and encourages both the University and athletic department mission statements.

Essential Tasks, Duties and Responsibilities: The following outlines the essential functions of the position and is not to be considered a detailed description of all duties inherent in the position.

- Help maintain and improve Baldwin Wallace University Athletic facilities
- Assist with the coordination and scheduling of student workers based on event schedules
- Assist with the set-up and breakdown of game day facilities
- Assist on facility projects around athletic facilities
- Be a positive role model for our student athletes to emulate. Represent the University and program with a high degree of professionalism, sportsmanship and integrity
- Assist our student athletes with their academic-progress.
- Represents the athletic program in a positive light to various internal and external constituencies
- Performs miscellaneous job-related duties as assigned
- Ability to foster a cooperative work environment and provide mutual support with all constituencies and colleagues

Qualifications:

- Bachelor's degree required,
- Previous collegiate playing or coaching experience preferred
- Applicant must gain acceptance into Baldwin Wallace University's graduate program.
- Ability to follow directions, be organized, and carry out assignments effectively
- Understanding of NCAA Division III, Ohio Athletic Conference and Baldwin Wallace University rules, regulations and guidelines
- Ability to work with different computer based programs including Teamworks and INFLCR
- Strong interpersonal and communication skills, ability to work with a wide range of constituencies in a diverse environment
- Must be able to travel, and possess and maintain a valid driver's license
- Must possess a strong commitment to diversity and inclusiveness

Conditions of Employment

- Must be accepted into a Graduate Degree program at Baldwin Wallace University
- Exposure to unusual elements, heat, cold, loud noise, long hours, many people in a small area, physical activity such as running and carrying objects 40-100lbs
- Ability to use and operate utility vehicles and grounds machinery while performing field maintenance
- Must successfully complete a background check
- Must maintain CPR/AED certification
- Must be able to secure and maintain certification to drive university vans and must complete Stewards of Children training program

Compensation:

- A competitive stipend and graduate school tuition is included with this position. Housing may be available.

Application Procedures:

Admission to the BW Sport Management MBA is required. Application information is available at: <https://www.bw.edu/schools/business/graduate-professional/master-business-administration-mba/admission/>

Selection Process: • Within the GA application form, please submit a resume, cover letter, and contact information for three professional references in one (1) Word document or one (1) PDF.

Applications will be reviewed as received and continue until the position is filled. Individuals interested in learning more about this position should connect with Rob Becker at rbecker@bw.edu, please put “Operations” in the subject line.

Baldwin Wallace University is an EEO/AA employer and educator. At BW, we support and encourage diversity in a variety of forms. We value and appreciate inclusive excellence in the classroom, within extracurricular activities, and as we engage our community partners. Learn more at Diversity Affairs - <http://www.bw.edu/quickfacts/diversity/>