

### **University of Florida and Department of Recreational Sports**

The University of Florida is one of only 17 public land-grant universities that belong to the Association of American Universities. With an enrollment of 50,000 students, UF provides high quality instruction to prepare the future leaders of the state and nation. The Department of Recreational Sports strives to provide an extensive array of leisure and recreational opportunities. Approximately 87% of UF students participate in RecSports programs and services which include two recreation centers, two strength and conditioning facilities, an assessment center, a training center, an indoor track, nine multi-purpose field areas, an outdoor recreation complex, two lakeside parks and the UF Outdoor Team Challenge Courses. Program areas include Aquatics, Athletic Training, Competitive Sports, Facility Operations, Fitness, Lake Wauburg, Marketing, Risk Management and Staff Development and Training.

### **Requirements:**

To be considered for an assistantship, students must meet graduate school requirements and be admitted as a degree-seeking graduate student at the University of Florida. The **minimum** requirements include: a 3.0 GPA overall, a 3.0 GPA in the last 60 hours, and a minimum 154 verbal/145 quantitative on the GRE. To maintain the assistantship, a 3.0 or better grade point average must be maintained each semester. Students also must meet minimum course registration requirements for each semester they are appointed. Students must be enrolled in nine credit hours of graduate course work during the fall and spring terms.

### **Qualifications:**

- A bachelor's degree in recreation, sports management or a related field is preferred
- Proficiency with Microsoft Office and web-development software
- Demonstrated communication, organizational and leadership skills
- Commitment to customer service and effective interpersonal communication skills

### **RecSports Team Members Responsibilities:**

- Develop professional relationships with co-workers, participants and guests
- Uphold and exceed the expectations of the Cornerstones of RecSports Service: accountability, anticipating needs, attitude, and atmosphere
- Demonstrate a desire to learn and apply knowledge as a RecSports ambassador
- Take ownership of RecSports facilities and programs by exhibiting a responsible work ethic
- Promote and maintain cleanliness and appearance within and surrounding RecSports facilities
- Enforce RecSports policies and procedures to promote participant safety and satisfaction
- Respond to all emergency situations and adhere to established protocol including pre- and post- incident procedures

### **Area Specific Job Responsibilities**

- Select, train, schedule, supervise, mentor and evaluate Operations Associates, Operations Supervisors and Program Assistants
- Supervise all fields, complexes and centers that fall under the supervision of the Department of Recreational Sports on the main campus

- Report to the Coordinator of Facility Operations for the Department of Recreational Sports
- Frequently walk the facilities to ensure student staff are delivering exceptional customer service and performing inspections for safety and policy adherence.
- Conduct in service trainings for student staff as directed by supervisor
- Assist supervisor in maintaining calendars and light schedules for all departmental programs and special events
- Review and approve/deny facility reservations for registered UF student organizations, UF departments, and outside agencies.
- Review all daily shift reports, update and maintain all paperwork at all facilities and inventory equipment
- Post signage for closings and assist supervisor in ensuring all facilities have been closed up properly for breaks.
- Be available to receive phone calls and answer questions for student staff outside of office hours, including breaks and weekends
- Consult on facility salary budget and sports equipment budget
- Other duties as assigned

### **Compensation:**

Tuition waivers are granted to cover nine credits of course work during the fall and spring semesters. Student is responsible for paying his/her own fees. A \$13,000 stipend from August to May is also included along with the opportunity for summer employment. Graduate students have access to health insurance through the University. Professional development assistance is typically available.

### **Application Process:**

Preference will be given to applications received by **January 23, 2015**. Please submit a letter of application, resume, names and phone numbers of three references, GRE score (verbal, quantitative, writing), overall GPA (a minimum of 3.0 to be considered), GPA for last 60 hours and assistantship of choice by either mailing or e-mailing your application to:

#### **Mail to:**

#### **Graduate Assistant Search Process**

University of Florida  
 Recreational Sports  
 3150 Hull Road  
 Gainesville, FL. 32611 - 2760  
 FAX 352.846.1079

#### **Or Email:**

catc@recsports.ufl.edu

Applications submitted via [bluefishjobs.com](http://bluefishjobs.com) will NOT be reviewed.