Campus Recreation Operations Graduate Assistant

Hamline University Mission Statement
To create a diverse and collaborative community of learners dedicated to the development of students' knowledge, values and skills for successful lives of leadership, scholarship, and service.

Responsibilities:
Hamline University is seeking strong candidates to serve in a key leadership capacity in the continued development and overall management of a comprehensive Campus Recreation program. This person will report to the Coordinator of Campus Recreation in the Office of Student Activities and have the opportunity to gain valuable experience in program development, staff training and supervision, risk management, marketing, and budget management.

- Assist with the overall management of the new recreation desk and implement new services that promote growth and development.
- Maintain and develop policies and procedures for the recreation desk that provide guidance for services, program promotion, risk management, and compliance with university policies.
- Assist with hiring, training, supervision, and evaluation of student desk staff and annual Student Activities Leadership Selection.
- Develop and implement effective practices to control and record inventory for intramural sports, sport clubs, fitness, and other equipment and supplies maintained at the rec desk and storage locations.
- Assist with marketing and communication efforts related to recreational programs and services including webpage updating, maintaining a calendar of recreational activities, and program participant assessment.
- Participate in staff development programs for the Student Activities Office and Division of Student Affairs to enhance personal and professional development. Participate in departmental and divisional planning and evaluation process.
- Serve as an active member of the Student Activities Office, attend meetings, and support and contribute to department goals and initiatives.

Qualifications:
Qualified candidates will be newly enrolled in The Hamline MBA program and must have a flexible schedule (some night and weekends required). Strong candidates will possess a working knowledge of sport/recreation activities, administrative and organizational skills, demonstrated past leadership experience, and an understanding of the value of involvement in co-curricular activities. We seek an energetic and organized individual who is highly committed to the overall student experience, who exhibits an understanding of a multicultural community, and who enjoys the collaborative experience of a small university environment.

To Apply:
Send a resume and cover letter to gradprog@hamline.edu or Graduate Admissions, The Hamline MBA Graduate Assistantship Program, MS-A1710, Hamline University, 1536 Hewitt Avenue, Saint Paul, MN 55104.