



## **Practicum: Perry Field House Operations**

### **Purpose**

Liaison with large event user groups and aid with student and facility supervision including front desk operations, equipment set-up, event logistics and planning, and customer service. This individual reports to the Perry Field House Graduate Assistant and the Assistant Director for Recreation & Wellness.

### **Responsibilities**

- Event set-up and tear down
- Logistical event planning and execution
- Equipment inventory
- Liaison with user group leaders
- Documentation of each event
- Demonstrate exemplary customer service.
- Basic operations of the Perry Field House

### **Other Duties**

- Required Commitments and Assignments.
- Specific attendance requirements for events to be mutually arranged with student and supervisor.
- Weekly organization of Perry Field House equipment
- Weekly meetings with PFH Graduate Assistant
- Hold appropriate office hours
- Business casual dress

**Bowling Green State University**

**Perry Field House:** 801 N. Mercer RD, BG, OH 43403-0028 | **Student Recreation Center:** 1411 Ridge RD, BG, OH 43403-0146  
bgsu.edu/recwell | bgsuclubsports.com | recwell@bgsu.edu | 419.372.2000