Equestrian Center Assistant

G.A. Position: Equestrian Center Assistant

Department: Storm Harbor Equestrian Center

Supervisor: Ms. Courtney Gramlich

Job Description:

The graduate assistant will work under the direction of the Director for the Storm Harbor Equestrian Center.

Job Functions/Responsibilities:

- Assist with scheduling of activities
- Assist with paperwork and management of Institutional Animal Care & Use Committee requirements
- Assist with any other activities assigned by the SHEC Director
- Assist with horse management (although horse experience is not necessary)

Desired Qualifications:

- Organized and reliable
- Competency in written expression and communication skills
- Critical thinking skills and ability to coordinate projects with minimal supervision
- Aptitude and/or experience
- Experience with horse and other livestock, farming preferred
- Equipment operation/maintenance
- Basic Computer Skills

Graduate Student Outcomes:

- Responsibility for organization and coordination of projects with minimal supervision
- Demonstrated competence in project coordination is a value to virtually all future employers
- Increased knowledge of facilities management

Appropriate SRU Graduate Major:

- All
Supervisor’s Expectations:

- 17.5 hours per week for 16 weeks. Exact schedule to be arranged with the supervisor.
- Any hours not specifically scheduled should be allotted to the ongoing assigned projects in order to meet the 20 hours per week requirement.
- Full-time graduate student (enrolled in 9 credit hours) status is required.

Contact Information:

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