Abstract

**Creative Project:** Being the Best Prepared Graduate Assistant: Guidelines for Managing a Recreation Department

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This Creative Project is an overview of all the managerial tasks the Ball State University Office of Recreation Services graduate assistants are expected to complete throughout their assistantship. The guidelines were written with Ball State University Office of Recreation Services as the intended users. It can serve as a set of guidelines to explain what tasks are expected to be completed and how they can be accomplished. After personally working almost two years as one of the graduate assistants in the Office of Recreation Services, the use of guidelines has become an increasingly popular way to help learn different processes. This presented the opportunity to create a general set of information for the students who fill these positions in the future. It covers money handling, employee hiring and training, scheduling, the on-call process used in the department, how to check payroll, in-services, working special events, purchasing and the other opportunities offered.