



ELON
UNIVERSITY

Campus
Recreation
& Wellness

Student Position Description

JOB TITLE: Business Operations Assistant

REPORTS TO: Program Assistant

PAY RATE: Tier I – starts at \$9.00/hour

SUMMARY OF POSITION:

Campus Recreation & Wellness provides quality recreational and educational experiences designed to positively impact the development of Elon students and contribute to the wellness of the campus community. The Business Operations Assistant is responsible for the financial desk operations and provides excellent customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Complete all point-of-sale transactions for group exercise passes, locker assignments, outdoor adventure trips, intramural registration payments, equipment rentals, personal training and swim lesson packages, and other transactions
- Perform daily financial reconciliation for point-of-sale and credit card transactions
- Assist with the intake of club sports financial paperwork
- Assist with general Campus Recreation & Wellness office administration and customer service, including greeting guests, answering phone calls, directing patrons to other parts of the facility, and answering questions
- Maintain a working knowledge of all Campus Recreation & Wellness programs and services
- Foster strong partnerships with other colleagues throughout Campus Recreation & Wellness
- Deliver quality customer service to all patrons, program participants, and visitors
- Attend all Business operation team meetings and trainings
- Other duties and projects as assigned

MINIMUM QUALIFICATIONS:

- American Red Cross CPR, First Aid, and AED certification (classes available through Campus Recreation & Wellness)

LEARNING OUTCOMES:

Through employment in Campus Recreation & Wellness, the Business Operations Assistant will:

- Develop transferrable skills such as teamwork, communication, time management, organization, conflict resolution, critical thinking, and decision-making.
- Be able to articulate the value of recreation and wellness in the overall college student experience.

EQUAL EMPLOYMENT OPPORTUNITY:

Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, gender identity, or veteran's status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.