



## ***Student Position Description***

**JOB TITLE:** Satellite Facilities Assistant

**REPORTS TO:** Satellite Facilities Team Leader

**PAY RATE:** Tier I – starts at \$13.00/hour

### **CAMPUS RECREATION & WELLNESS MISSION STATEMENT:**

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.

### **SUMMARY OF POSITION:**

The facility assistant provides excellent customer service and assists in the management of Campus Recreation & Wellness facilities.

### **LEARNING PRACTICES:**

Through employment in Campus Recreation, the facility 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 in the overall college student experience.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Check in patrons and their guests at the facility entrance
- Oversee equipment check out/rental and complete facility rounds
- Ensure all facility policies are followed
- Become cross-trained at PAR, South Gym, and Driving Range and pick up shifts at each location
- Maintain a working knowledge of all Campus Recreation & Wellness programs and services
- Foster strong partnerships with other members of the Facilities team, as well as colleagues throughout Campus Recreation & Wellness
- Deliver quality customer service to all patrons, program participants, and visitors
- Attend all Facilities team meetings and trainings
- Other duties and projects as assigned

### **MINIMUM QUALIFICATIONS:**

- American Red Cross CPR, First Aid, and AED certification (classes offered through Campus Recreation & Wellness if hired by department)

### **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.