Rental Assistant
University Recreation
NC State University

The mission of University Recreation is to provide quality, innovative and inclusive collegiate recreation programs, services and facilities that inspire healthy, active lifestyles with a commitment to excellence, learning and student success.

University Recreation commits to foster a learning environment for our student employees that cultivate the skills of ethical reasoning, critical thinking, teamwork, initiative and professionalism. Programs and facilities are student run with professional coaching. The goal is to help develop students’ transferable skills and create a supportive and challenging environment for them to succeed in and out of the classroom.

University Recreation is seeking enthusiastic students to assist users and participants as they register for trips and workshops and process equipment reservations.

Responsibilities
• Proficiently use RecTrac for equipment check in/out, cash handling and credit card transactions
• Register participants for trips, clinics and workshops
• Maintain equipment including: check in/out, drying, cleaning and disinfecting, verifying serviceability, repairing equipment and maintaining inventory
• Provide program information and assist with equipment selection and rental
• Understand and enforce University Recreation and Area Specific policies and guidelines
• Knowledge and implementation of Emergency Action Plan
• Attend required trainings
• Develop professional relationships with co-workers, participants and guests
• Uphold and exceed the expectations of University Recreation: ethical reasoning, critical thinking, teamwork, initiative and professionalism
• Assist as needed in all required departmental functions

Department Required Skills
• Effective interpersonal communication skills and presentation skills
• Commitment to customer service
• Demonstrate integrity, ethics and commitment to diversity and inclusion
• Maintain clean, appropriate and professional attire
• Commitment to promoting healthy, active lifestyles

Qualifications & Certifications
• Current full-time NC State student
• First Aid and Adult CPR/AED certifications should be current or obtained before position commencement
• Knowledge and experience with rock climbing and equipment in both natural and artificial environments

AA/EOE
NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran.
Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919.515.3148.

Final candidates are subject to criminal & Sex offender background checks. Some vacancies also require credit or motor vehicle checks.

NC State University participates in E-Verify. Federal Law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

For More Information
  • University Recreation Website, recreation.ncsu.edu

Reports to the Coordinator, Outdoor Adventures