Facility Assistant  
University Recreation  
NC State University

The mission of University Recreation is to inspire a culture of wellness by providing quality, innovative and inclusive collegiate recreation programs, services and facilities that promote healthy, active lifestyles to enhance 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 student’s 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 control access, assist users and participants as they check in/out equipment and clothing from the Equipment Room, and provide accurate information to all University Recreation users and participants.

Responsibilities

- Control access to Carmichael Complex
- Welcomes users and provide information regarding facilities, programs, services, and the local area
- Assist in the equipment set up and take down of events and HES classes hosted at Carmichael Complex
- Sort and launder soiled clothing and towels
- Fold laundry and store in appropriate locations
- Utilize RecTrac for equipment check in/out and access control
- Understand and enforce University Recreation and Area Specific policies and guidelines
- 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

- Knowledge and implementation of Emergency Action Plan
- 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

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, Facility Operations