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 lead the Facility Operations team by assisting in the management of facility usage, participant behavior and security.

Responsibilities

- Lead in the oversight of recruitment, interview process and staff selection for Facility Assistants and Facility Supervisors
- Train, evaluate and supervise area team
- Input and manage staff schedules
- Design and lead staff training sessions; Welcome Back Training, All Staff Training, Bi-Weekly Supervisor Meetings and Bi-Weekly Facility Assistant Meetings
- Assist in the implementation of Emergency Action Plan development/trainings and administering drills
- Coordinate evaluation process for area team and schedule evaluations
- Manage Facility Operations e-mail account and report pertinent information to Coordinator, Facility Operations and Assistant Director, Facility Operations
- Create weekly e-mail communication for area team
- Act as liaison and logistics coordinator for reservations, which include working with student organizations, university affiliates, athletics or external users
- Create and maintain event summaries to communicate all reservation logistics and needs to area team
- Maintain Reservation Tracker to ensure all proper documentation has been received by University Recreation and all logistics are planned before reservation occurs
- Organize and oversee reservation signage production
- Assist with Equipment Room functions (ie – reports, managing inventory, locker clean outs, etc.)
- Utilize software and databases including RecTrac, EMS and WhenToWork
- Understand and enforce University Recreation and Area Specific policies and guidelines
- 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

- Demonstrated ability to lead and supervise a team
- 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
- Encouraged to participate in student professional development opportunities

Qualifications & Certifications
- Current full-time NC State student
- Minimum 2.5 GPA
- Current University Recreation employee with at least 1 semester of employment history
- First Aid and Adult CPR/AED certifications should be current

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 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 Assistant Director, Facility Operations