

**Facility Operations Assistant  
Wellness and Recreation  
NC State University**

The mission of Wellness and Recreation is to inspire a culture of wellness by providing premier, innovative and inclusive programs, services and facilities that promote healthy, active lifestyles to enhance student success.

Wellness and Recreation commits to foster a learning environment for our student employees that cultivates 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.

**Wellness and 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 Wellness and 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, oversight and take down of events and HES classes hosted at Carmichael Complex
- Sort and launder clothing and towels
- Fold laundry and store in appropriate locations
- Utilize RecTrac for equipment check in/out and access control
- Understand and enforce Wellness and Recreation and area specific policies and guidelines
- Knowledge and implementation of emergency action plan
- Attend required trainings and meetings
- Develop professional relationships with co-workers, participants and guests
- Uphold and exceed the expectations of Wellness and 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 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 and 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**

- Wellness and Recreation Website, [wellrec.ncsu.edu](http://wellrec.ncsu.edu)

*Reports to the Coordinator, Facility Operations*