

**Facility Operations Program 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 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.

Wellness and 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 for potential Facility Assistants and Facility Supervisors
- Coordinate interview process, including student staff selection
- Design and lead student staff trainings
- Plan one month check-ins with new hires to make sure they have the skills to be successful in their positions
- Coordinate and schedule evaluations
- Coordinate staff substitutions if staff request assistance and sub when needed
- Check facility supervisor shift report and relay pertinent information to the Facility Operations Coordinator
- Manage facility usage, participant behavior and security
- Understand and enforce Wellness and Recreation and area specific policies and guidelines
- Knowledge and implementation of emergency action plan
- Maintain inventory of all first aid supplies in closet and portable packs
- Assist in the implementation of emergency action plan development/trainings and administering drills
- Develop professional relationships with co-workers, participants and guests
- Hire, train, evaluate and supervise area team
- Create staff schedules
- Utilize software and databases including RecTrac, EMS and WhenToWork
- 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

- 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 Wellness and Recreation student 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 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

Reports to the Assistant Director, Facility Operations