

**Facility Operations Specialist  
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 complete preventative maintenance on equipment, paint fields and maintain the cleanliness of Carmichael Complex.**

### **Responsibilities**

- Maintain a high standard of cleanliness throughout Carmichael Complex
- Ensure all disinfectants and chemical bottles used by student staff are filled and labeled correctly.
- Assist in all custodial operations and aspects as assigned
- Complete preventative maintenance on all facility spaces in Carmichael Complex
- Perform in-depth walk throughs of Carmichael Complex in order to assess spaces
- Responsible for offering outstanding customer service
- Assist in the equipment set up and take down of events and HES classes hosted at Carmichael Complex
- Conduct facility audits including: risk management, facility enhancement and functionality.
- Ensure that Equipment Room is organized and stocked, including washer chemicals, lost/found, etc.
- Display exceptional understanding and knowledge of CPR/AED/First Aid skills and perform as first responder in any medical emergencies when needed
- 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*