

**Rentals 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 assist users and participants as they register for trips and workshops and process equipment reservations.**

**Responsibilities**

- Proficiently use RecTrac for equipment check in/out, cash handling and credit card transactions
- Register participants for trips, clinics and workshops
- Maintain equipment including: check in/out, drying, cleaning and disinfecting, verifying serviceability, repairing equipment and maintaining inventory
- Provide program information and assist with equipment selection and rental
- Understand and enforce Wellness and Recreation and area specific policies and guidelines
- Knowledge and implementation of emergency action plan
- Attend required trainings
- 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**

- 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
- Preferred knowledge of outdoor equipment

**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, Outdoor Adventures*