

**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 as they check in/out equipment and clothing from the equipment room, maintain clean facilities, and provide accurate information to all Wellness and Recreation users and participants.

Responsibilities

- Control access to facilities managed by Wellness and Recreation by ensuring valid membership and/or access pass
- Welcome users and provide information regarding facilities, programs, services and the local area
- Assist with equipment set up, oversight and take down of events, open recreation, and Health and Exercise Studies classes
- Perform laundry duties including sorting, washing, drying, folding and storage of all clothing and towels
- Assist users with check-in/out of open recreation equipment, towels and clothing
- Administer lost and found system
- Respond to emergency situations and adhere to established protocols including pre and post incident procedures
- Promote and maintain a high standard of cleanliness and appearance of all facilities managed by Wellness and Recreation
- Ensure all disinfectants and chemical bottles used by student staff are filled and labeled correctly
- Assist in all custodial operations and aspects as assigned
- 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 Expectations and 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

Reports to the Coordinator, Facility Operations