



## **Facility Supervisor – HPER**

**Department:** University Recreation + Wellness (UREC), University of Arkansas - Fayetteville

**Location:** HPER Building

### **Position Description:**

The Facility Supervisor will help manage the HPER Building during weekdays, weeknights, and some weekends. This position will be responsible to ensure event set ups and break downs are completed; assisting UREC members with accidents, injuries, and incidents as needed; assisting with closing duties, as well as assisting in the resolve of conflict with UREC members; upholding UREC policies and procedures while conducting regular building checks; monitoring hallways and activities; and assisting in ensuring staff coverage.

This position will develop UA Career-Ready skills such as Communication, Critical Thinking, Perspective Awareness, and Professionalism

### **Duties & Responsibilities:**

#### **Facility Operations & Supervision - 45%**

- Assist Service Center staff with duties
- Assist with external event equipment requests and special event equipment orders for UREC programs
- Serve as a direct point of contact and communication link during the emergency action plan and during all accidents, incidents, and situations that require security
- Assist and report any participant, personnel, or building issues at UREC facilities
- Maintain proper policies and procedures for equipment checkout
- Complete counts for individual spaces within HPER
- Complete the testing of pool chemicals and record appropriate data

#### **Customer Service - 40%**

- Provide quality customer service to participants
- Resolve any conflicts between staff, members, and non-members
- Provide tours to visitors

#### **Programming Support – 15%**

- Assist UREC Sports in set-up and tear down of programs, as needed
- Assist with setting up net sports (volleyball, pickleball, badminton, wallyball), futsal and basketball courts

**Minimum Qualifications:**

- Current University of Arkansas student

**Preferred Qualifications:**

- Experience working in the Department of University Recreation + Wellness
- Experience using InnoSoft Fusion software
- Experience working with sport equipment and/or inventory systems
- At least one year of customer service experience
- At least one year of sales experience

**Federal Work Study Requirement:**

- Federal Work Study award preferred but not required.

**Required License(s), Training, Certification(s), & Background Checks:**

- Adult & Pediatric First Aid, CPR, and AED certification or be able to obtain certification within 40 days of hire (UREC will provide a certification opportunity, if needed)
- Required criminal background check
- Required sex offender registry check

**Physical Activities Associated with this Position:**

The following physical activities are associated with the position and will be performed with or without accommodation. All individuals are encouraged to apply.

- Medium Work | Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
  - Hearing, reaching, standing, talking, walking- Constantly
  - Crouching, grasping, kneeling, lifting, manipulating items with fingers, pulling, pushing, repetitive motion, stooping- Frequently
  - Balancing, climbing, crawling, driving, handling of sharp tools, sitting- Occasionally
  - Lifting of heavy or awkward objects

**Visual Acuity:**

- Employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, general laborer, lab personnel, etc.) or to make general observations of facilities or structures (i.e., security guard)

**Compensation & Benefits:**

- Wage Rate: \$12.25/hr
- Student Affairs Wage Scale: 2

**Hours and Schedule:**

- The position is designed to be a 10-20 hours per week in person commitment.
- Weekly work hours vary and may include morning, evening, weekend, and holiday shifts.

**Employment Timeline:**

- This position hires on an as needed basis.

- This position is eligible for up to 4+ years of continuous employment upon satisfactory performance and continued academic enrollment

**Supervision:** Assistant Director of Facilities & Auxiliary Operations, University Recreation + Wellness

**This job will provide experiences to develop the following UA Career-Ready Skills:**

Communication | Critical Thinking | Perspective Awareness | Professionalism

- **Ability to Use Oral Communication:** Ability to effectively convey information and meaning through speech, that is, easy to understand, engaging and employs proper tone.
- **Ability to Gather & Analyze Data:** Ability to locate and collect information, thoughtfully and thoroughly evaluate the quality of the information and consider a multitude of options to develop credible solutions.
- **Ability to Support Other's Needs:** Ability to demonstrate curiosity about different ideas and new ways of thinking and actively contribute to developing practices that support the needs of others
- **Ability to Demonstrate Dependability:** Act as a dependable, diligent member of a work environment by being present, prepared, responsible for your actions, behaviors, performance, and decisions and showing attention to detail

**Application Instructions and Required Document:**

- Please contact Joe Carrillo at [jc452@uark.edu](mailto:jc452@uark.edu), with additional questions about the position.
- Resume and Cover Letter Required
- Application documents must be submitted in Workday
- Application deadline:

**Equal Opportunity and Compliance:** The University of Arkansas is an equal opportunity institution. The University does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual preference, or pregnancy. Federal law prohibits the University from discriminating on these bases. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to the University's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.