



Facility Assistant

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

Location: HPER Building

Position Description:

The Facility Assistant supports the daily operations of University Recreation by ensuring secure and efficient facility access, delivering high-quality member services, and maintaining a safe recreational environment. Responsibilities include supervising entrances to the HPER Building, verifying memberships through access software, and enforcing all facility policies and procedures.

This position will develop UA Career-Ready skills such as Teamwork, Communication, and Technology.

Duties & Responsibilities:

Facility Access - 40%

- Supervise and maintain entrances to the HPER Building.
- Observe all people and materials entering and exiting the facility.
- Scan proper identification to confirm valid membership through our access software.
- Enforce UREC policies and procedures related to memberships, guest passes, facility access, and recreational activities.
- Responsible for designated opening and closing procedures for the HPER Building.

Member Services – 35%

- Provide quality member service in a professional manner.
- Provide accurate facility information to UREC members.
- Advertise and provide accurate information about all UREC programs, services, and facilities.

Operations – 25%

- Complete all necessary facility reports (injuries, incidents, participant counts).
- Report safety or maintenance issues

Minimum Qualifications:

- Current University of Arkansas student

Preferred Qualifications:

- Previous experience working in a gym/fitness facility
- Previous customer service 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)
- Background checks not required for undergraduate candidates

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

Visual Acuity:

- Employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures
- Employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data figures; transcribing; viewing a computer terminal; extensive reading; and/or visual inspection at distances close to the eyes.

Compensation & Benefits:

- Wage Rate: \$11.00 per hour
- Student Affairs Wage Scale: 1

Hours and Schedule:

- The position is designed to be a 5-12 hour 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: Coordinator, UREC Sports

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

Teamwork | Communication | Technology

- **Ability to Build Relationships and Collaboration** - Ability to build strong, positive work relationships with colleagues, supervisors and customers and demonstrate agility to accomplish common goals.
- **Ability to Use Active Listening** - Ability to focus completely on a speaker, understand their message, comprehend the information and respond thoughtfully.
- **Ability to Adapt to New Technologies** - Explore, learn and integrate new or unfamiliar technologies to support relevant, effective and timely decision-making and achieve strategic goals.

Application Instructions and Required Document:

- Please contact Cole Bendel at bendel@uark.edu, with additional questions about the position.
- Required Documents: Resume
- Application documents must be submitted in Workday
- Application deadline: TBD

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.