



Student Manager

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

Location: HPER Building

Position Description:

The Student Manager is responsible for independently supervising the HPER facility and University Recreation + Wellness facilities each day, ensuring it operates efficiently and on time. Key duties include oversight of event setups and breakdowns, maintaining compliance in building safety, and enforcing UREC policies and procedures.

Additional responsibilities include ensuring staff coverage, tracking participant usage, updating facility schedules and signage, reporting maintenance issues, leading tours, and assisting with pool operations.

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

Duties & Responsibilities:

Facility Management- 65%

- Independently open, close and operate the HPER building
- Assist and report any participant, personnel, or UREC facility needs
- Manage all student staffing across program areas within UREC facilities
- Assist with all reservation equipment requests
- Oversight of equipment and laundry policies and procedures
- Provide equipment, laundry services, and handle reservation-related equipment
- Check pool chemistry (pH & chlorine levels) and chemical feeders

Customer Service & Communication – 20%

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

Emergency Response & Safety – 15%

- Serve as a first responder and direct point of contact during the emergency action plan, injuries, illnesses, and incidents
- Conduct regular building checks by monitoring hallways and activities
- Complete maintenance request forms for any issues in the facility

Minimum Qualifications:

Updated: 6/19/2025

- Current University of Arkansas student
- Currently working as a Facility Supervisor for UREC
- Employment at University Recreation + Wellness for at least 6 months
- Current with all HR trainings

Preferred Qualifications:

- Experience using InnoSoft Fusion software
- Experience working with sport equipment and/or inventory systems
- At least one year of 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)
- 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 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- 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 or to make general observations of facilities or structures

Compensation & Benefits:

- Wage Rate: \$12.75/Hour
- Student Affairs Wage Scale: Category 3

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 & Risk Management, University Recreation + Wellness

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

Communication | Professionalism | Perspective Awareness | Critical Thinking

- **Ability to Achieve Goals:** Ability to effectively prioritize and complete tasks that align with goals.
- **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 Display Situational Awareness:** Ability to gather information, anticipate needs, prioritize issues and set achievable goals in the workplace

Application Instructions and Required Document:

- Please contact Erin Marks at ebraxton@uark.edu, with additional questions about the position.
- Resume, cover letter, 3 professional references
- 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.