**UREC Facility Assistant**

**Position Description:** Facility Assistants are responsible for facility access, greeting members and guests as they enter the HPER Building, and assisting in any needed member service. Verifying student, Faculty/Staff, and Alumni memberships is one of the most important responsibilities of the Facility Assistant position.

Specific Responsibilities:

* Provide quality member service in a professional manner.
* Supervise and maintain one of three entrances to the HPER Building – observe all persons and materials entering and exiting the facility.
* Responsible for the opening and closing of the HPER Building at the designated hour.
* Scan UA student identification cards and UREC member cards to confirm that the cardholder has a valid membership.
* Enforce all UREC policies and procedures related to memberships, guest passes, facility access, and recreational activities.
* Provide accurate facility information to UREC members.
* Complete all necessary facility reports related to injuries, incidents, and participant counts.
* Report any safety or maintenance issues immediately to the FS/SM on duty or Graduate Assistant.
* Attend all staff in-services and trainings.
* Advertise and provide accurate information about all UREC programs, services, and facilities.
* Other duties as assigned, such as:
	+ Assist with special events sponsored by UREC.
	+ Other tasks deemed necessary by UREC Administrative Staff.

**Minimum Qualifications:**

* Current University of Arkansas student
* Must possess Pediatric & Adult First Aid, CPR, and AED certification or be able to obtain certifications within 40 days of hire (UREC will provide a certification opportunity, if needed)

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

* Pediatric & Adult 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)

**Preferred Qualifications:**

* Previous experience working in a gym/fitness facility.

**Physical Activities Associated with this Position:**

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

* Swiping of identification cards
* Hearing, manipulating items with fingers, reaching, repetitive motion, sitting, talking- Constantly
* Climbing, Feeling- Frequently
* Balancing, crawling, crouching, grasping, kneeling, lifting, pulling, pushing, standing, stooping, walking- Occasionally
* Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Sedentary work involves sitting most of the time.

**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)
* Employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and/or visual inspection at distances close to the eyes.

**Skills Obtained:**

* Critical Thinking/Problem Solving
* Teamwork/Collaboration
* Verbal Communication
* Initiative
* Flexibility/Adaptability
* Interpersonal Skills
* Responsibility, Dependability, Accountability
* Customer Service
* Conflict Management
* Strong Work Ethic
* Obtaining and processing important information

**Work Schedule & Compensation:**

* Maximum of 30 hours per week; 20 hours per week for international students; variable schedule that may include morning, evening, weekend, and holiday shifts; $11.00/hour

**Supervision:** This position is supervised by the Graduate Assistant of Facility Operations in UREC.

**Application Process:** Applicants must apply through <http://jobs.uark.edu>. Deadline to apply is <insert date>.