

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/24
SUBJECT Attendant	RANK x011	GROUP I

DEFINITION:

Under the close supervision of a staff or faculty employee or an attendant supervisor, the student employee usually performs all or part of the following duties:

- (a) Issues or assigns equipment in recreation or practice areas.
- (b) Ensures equipment is secured and monitors against misuse in attended areas.
- (c) Keeps attended areas clean and organized.
- (d) Handles telephone inquiries, makes reservations, directs visitors, and provides information as needed.
- (e) Manages and conducts minor repairs to equipment.
- (f) Performs light clerical duties.

BASIC QUALIFICATIONS:

None. Students at this level will be trained to perform the above duties. This is to be an entry-level position.

QUALIFICATIONS FOR STARTING AT STEP B:

One (1) year of experience performing comparable duties.

LEARNING OUTCOMES*:

- Professionally advocate for oneself and others.
- Communicate in a clear and organized manner so that others can effectively understand.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Proactively anticipate needs and prioritize action steps.
- Multi-task well in a fast-paced environment.
- Actively contribute to inclusive and equitable practices.
- Have attention to detail, resulting in few, if any, errors in their work.
- Build strong, positive working relationships with supervisors and team members.
- Navigate change and be open to learning new technologies.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).