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)