**DEFINITION:**

Under minimum supervision of the Student Supervisor and Office Manager, a student usually performs the following duties:

(a) Understands emergency and security protocols thoroughly.

(b) Enforces departmental rules and policies.

(c) Answers telephone inquiries and manages traffic flow during peak hours.

(d) Provides information about department units, including recreation departments and the Bowling Alley.

(e) Manages cash and operates office equipment.

(f) Carries out additional recreational tasks as needed.

**BASIC QUALIFICATIONS:**

At least six (6) months of experience at the recreation center.

**LEARNING OUTCOMES***:

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- 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.
- Act equitably with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Consistently meet or exceed goals and expectations.
- Collaborate with others to achieve common goals.
- Build strong, positive working relationships with supervisor and team members/coworkers.
- Use technology to improve the efficiency and productivity of their work.

---

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