

*Title: 2024-2025 School Year – Facilities & Student Development Intern*

### **I. Job Summary**

The Facilities and Student Development Intern works within all aspects of the department; including, but not limited to: facilities, student development, and rentals. This person must have a desire to learn more about the field of campus recreation and have a general understanding of all aspects of the department. This intern works closely with all professional staff.

### **II. Job Relationship**

- Responsible to: Director of Recreation & Wellness
- Supervised by: Assistant Director, Facility Operations and Director, Recreation & Wellness

### **III. Responsibilities**

#### **Facilities**

- Conduct daily facility inspections of all informal and programming areas to ensure safety and conduct preventative maintenance when necessary.
- Print and post weekly facility schedules located in: gym courts, pool, main hallway, and aerobics room.
- Keep closets A, C, & D clean and organized.
- Inspect and conduct equipment maintenance for Fitness Center and Aerobics Room equipment.
- Assist with facility maintenance projects.
- Submit and follow up with work orders for the facility.
- Maintain satellite sand volleyball court (fraternity circle), Kilhefner basketball courts, and hammock station.
- Promote new equipment purchases and trials.
- Oversee and conduct monthly equipment maintenance.
- Keep all equipment stocked/replaced at Equipment Checkout.
- Participate in Cleaning Week (week after graduation).
- Coordinate/lead take down (following homecoming) and set up (around spring break) of sand volleyball nets across campus.
- Inventory equipment to determine purchases for the following school year.
- Conduct equipment inspections each week, replace/repair damaged equipment. (for equipment in ECO closet, some in FC & AR).
- Conduct a cleaning supply inventory.
- Organize rosters of individuals coming in to use the Rec Center for educational programs (who may not be in CSI) on to Google Docs/Microsoft Teams – in order to gain access to the building.

#### **Student Development**

- Oversee the employee, manager, and FISH! of the month nominations and selections.
- Send out weekly “Hump Day Updates” to student staff with upcoming updates/reminders.
- Create the monthly newsletter, “The Reckie.”
- Coordinate the application and interview process for the Fall and Spring hiring processes for current students.
- Assist in selection of future student employees.
- Assist with and attend all staff trainings (including fall/spring/summer).
- Attend Rec Council meetings; assist in planning and overseeing Rec Council events.
- Maintain Rec Store items and décor, including past Employee of the Month/Manager of the Month photos.
- Update and add all employee evaluation data using Google forms/Microsoft Teams.
- Train & be knowledgeable in all areas of the facility.
- Review and analyze data from Eagle Grow (conducted semesterly).

## **Rentals**

- Oversee all facility rentals and ensure a smooth line of communication between you and the guests.
- Coordinate extra staff for rentals and special events.
- Assist with supervision/planning of Post Prom events.

## **IV. Position Qualifications**

- Supervisory experience preferred.
- Standard First Aid, CPR and AED certification current at the time of hire preferred.
- Present self as a professional both in appearance and attitude.
- Instill superior customer service mindset across student staff.

## **V. General**

- Develop surveys/assessments and summarize/implement findings.
- Research current trends and make suggestions for future purchases.
- Promote the Department of Recreation & Wellness.
- Maintain approximately 12 weekly office hours as determined by supervisor.
- Serve as Recreation & Wellness representative at information sessions and/or admission open house events.
- Meet weekly with Director, Recreation & Wellness as well as Assistant Director, Facility Operations.

## **VI. Benefits**

- Compensated \$11.45/hour.
- Travel with professional staff and students to professional conferences.

## *Application Process*

**For full consideration, interested applicants should submit resume cover letter and 3 references by Monday, April 1, 2024.**

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