

ASHLAND
UNIVERSITY

RECREATION & WELLNESS

Title: 2024-2025 School Year – Sport Club and Business Operations Intern

I. Job Summary

The Sport Club and Business Operations Intern is responsible for all aspects of Sport Clubs in the areas of communication, budget, scheduling, meetings, and membership. This person will also assist with department filing, Recreation Center membership management processes, and employee scheduling management. This intern works closely with all professional staff.

II. Job Relationship

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

III. Responsibilities

Sport Clubs

- Understand Sport Club manual, rules, and regulations and make suggestions as needed.
- Oversee the Sport Club email and act as a contact for all Sport Club presidents and members.
- Organize club presidents to be at the Involvement Fair (beginning of fall semester).
- Relay information gathered from Sport Club interest sheets (from Involvement Fair and Freshman Orientations) to club presidents.
- Create and keep an updated practice schedule each semester.
- Update all club president and travel binders with forms and information.
- Conduct a meeting once per semester for all club presidents to provide training/guidance in the areas of scheduling, budgeting, recruitment, and overall club management.
- Update club rosters/dues on a regular basis.
- Communicate budget information to each club on a semester basis, as well as provide information to receive funding.
- Ensure all required information is gathered for membership, competition, travel, expenses, deposits, etc.
- Monitor inventory process for sport club equipment and purchases made.
- Contribute to and approve the marketing and promotions of Sport Club program, contests, special events, etc.
- Oversee Sports Clubs Engage accounts, ensuring presidents and primary contacts are up to date. Confirm clubs are creating events for their sport club practices and competitions.

Business Operations

- Responsible for filing processed membership applications, liability forms, and employee files.
- Create new employee files as needed.
- Activate/Deactivate Rec Center membership within CSI (membership management software).
- Create new Rec Center Membership ID cards as needed.
- Assess “5 Free Visit Pass” form for Ashland University employees daily and communicate Rec Center membership opportunities on a monthly basis.
- Responsible for ensuring online liability forms are up to date and completed for memberships and rentals.
- Report on individuals who access the Rec Center without membership.
- Compare membership types of those who utilize free passes.
- Assist with processing student payroll on a biweekly basis.

Facility Operations

- Maintains WhenToWork (W2W) content, including (but not limited to): adding staff, inactivating staff, adding contact information.

- Maintain chats; ensuring proper staff is receiving messages/removing those who should not receive messages.
- Develop staff schedule for each semester and breaks.

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

- Ensure proper communication of facility usage with Director of Recreation & Wellness.
- Promote the Department of Recreation & Wellness.
- Maintain approximately 8-10 weekly office hours as determined by supervisor.
- Serve as Recreation & Wellness representative at information sessions and/or admission open house events.
- Meet weekly with the Graduate Assistant, Programs.
- Maintain open communication with Assistant Director, Business Operations and Assistant Director, Facility Operations.
- Organize Sport Club storage to maximize efficiency and utilization of space.
- Other duties as assigned.

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 to:

Recreation & Wellness
401 College Ave.
Ashland, OH 44805

E-mail to: recwell@ashland.edu

Questions can be directed to recwell@ashland.edu or to Janel Molnar at 419.207.6172