



Position Description Operations Assistant

Responsibilities

- Responsible for performing duties for day-to-day activity supervision, equipment maintenance and upkeep of the 1604 Recreation Center and Intramural Field House.
- Enforce Campus Recreation policies and procedures in a fair, prudent and professional manner.
- Provide customer service to participants by acting as a greeter at the Welcome Desk and answering questions.
- Ensure the security of participants, the facility and equipment.
- Assist with set-ups involving audio/visual equipment, event set-up with tables, chairs, stage and sound as requested.
- Operate point-of-sale terminal and perform membership and locker sales.
- Issue and inventory game and facility equipment.
- Wash, dry and fold laundry.
- Perform daily cleaning as assigned during the shift.
- Assist with emergency situations and evacuations as they arise.
- Assist disputes and minor problems.
- Complete forms completely and legibly.
- Perform other duties as assigned.

Expectations

- Presents a professional appearance and attitude.
- Maintains a high standard of customer service.
- Demonstrate strong initiative.
- Demonstrates an understanding of diversity.
- Acts an ambassador for Campus Recreation both at work and away.

Minimum Qualifications

- Must be currently enrolled at UTSA with a minimum overall GPA of 2.00.
- The ability to make professional decisions for everyday and emergency situations
- First Aid, Adult CPR and AED certified.

Working Conditions

- Maximum hours allowed per week are 19 (average 15)
- Work will take on the 1604 Campus in the Recreation Center and Intramural Field House.
- Work shifts include morning, afternoon, evening and weekend hours.
- Some required holiday hours.

Pay Rate

- Starting pay: \$8.00/hour