

Position: Recreation and Outing Center Attendant

The NDSU Memorial Union provides student employment opportunities that intentionally promote the development of transferable skills and growth in interpersonal communication, problem solving, critical thinking and professional development.

Wage: \$7.40

Average # of hours per week: 15-20

Supervised by: Coordinator of Recreation Center and Leisure Programs

Student Employee Learning Outcome: Student Employees will learn interpersonal skills such as; conflict resolution, the ability to engage with customers, responsibility, and ambition.

To apply: Submit a completed application form to the Memorial Union Administrative Office or area supervisor (Rec and Outing Coordinator). Resume including previous work strongly recommended.

Description of Duties:

Duty/Responsibility No:	1	Statement of duty/responsibility:
Percent of Time:	75	Support the daily operation and programs of the Rec and Outing Center
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) <ul style="list-style-type: none"> • Opening and Closing of the Rec and Outing Center. • Perform all desk responsibilities such as checking student IDs, accepting payments, and distributing equipment in a prompt and professional manner. • Perform any tasks necessary to maintain the professional and safe atmosphere of the Rec and Outing Center. • Perform and tasks surrounding the operation of special events such as Red Pin bowling, weekend madness, strike out for hunger, and group facility rentals. • Maintain the highest level of customer service. • Maintain proper cash handling procedures. • Assist in all aspects of the distribution and maintenance of equipment rentals. 		

Duty/Responsibility No:	2	Statement of duty/responsibility:
Percent of Time:	25	Rec and Outing Center projects
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) <ul style="list-style-type: none"> • Promote the Rec and Outing Center programs and activities. • Develop and implement one activity each semester. • Promote and participate in the Rec and Outing Center trips. 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Work Safely
Percent of Time:	100	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

- Follow safety rules and procedures as identified by the University and department.
- Assist in identifying unsafe working conditions.

Duty/Responsibility No:	4	Statement of duty/responsibility: Provide excellent customer service and work effectively in a team environment.
Percent of Time:	100	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

- Provide prompt, courteous and efficient excellent customer service to all visitors, students, faculty and staff.
- Establish and maintain strong, supportive and positive working relationships with co-workers and customers.
- Maintain a high level of morale within the department and present self as a positive role model.

Duty/Responsibility No:	5	Statement of duty/responsibility: Memorial Union Student Employee Development
Percent of Time:	100	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) <ul style="list-style-type: none">Attend Fall Student Team Training each yearComplete all required University annual trainings: Baseline Safety Training, Preventing Sexual Harassment Training and Student Employee Handbook quiz.Actively participate in fall and spring semester workshops.Complete self-rating portion of the Memorial Union student employment evaluations each semester.		

<p>SPECIFIC SKILLS OR EQUIPMENT REQUIRED</p>	<p>Requires use/ operation of (could include computer software/hardware, tractors, lab equipment, organizational/prioritization ability, interpersonal/oral/written communication skills, customer oriented/service, detail oriented, etc.):</p> <ul style="list-style-type: none"> • Microsoft Office, Micros • good interpersonal, written and oral communication skills • Ability to problem solve • Cash handling experience
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required, with or without accommodations, to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
See				X
Talk or hear				X
Taste or smell				
Lift & carry: up to 10 pounds		X		
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

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