

# **\*Student Assistant Positions Available\***

Office of Care and Civility

Fitness Center

Up to 19 hours per week

\$12.00/Hour

**\*Must be available for shifts between 8am-5pm\***

## **Duties include but are not limited to:**

- Answer phones, take messages, return calls from new, existing and prospective members.
- Promote and answer questions about upcoming activities and events.
- Distribute membership forms and collect fees from new and returning members.
- Ensure members present proper ID upon check-in to the facility.
- Maintain accurate database of member contact information.
- Keep inventory of gaming equipment and make sure proper forms are filled out for equipment rentals.
- Collect laundry to make sure shower and sweat towels are readily available.
- Make sure all areas are clean and presentable; put equipment away and re-rack weights.
- Assist with Office of Care and Civility programming as needed.
- Assist Managers or Director with administrative/clerical tasks as needed.

## **Preferred Qualifications:**

- Strong communication skills; verbal and written.
- Ability to follow directions and adhere closely to policies and procedures.
- Knowledge of the facility and the programs offered.

## **To Apply:**

Click [HERE](#) to download an application.

Email all applications to [FitnessCenter@unthsc.edu](mailto:FitnessCenter@unthsc.edu).