



STUDENT EMPLOYEE POSITIONS

Fitness Assistant (Revised September 2017)

Responsible for the supervision of the weight room and cardio floors including risk management, customer service and preventative maintenance of equipment. Job responsibilities include assisting participants with equipment orientation and use, policy enforcement, spotting, and ensuring a safe and welcoming environment. General cleaning of the equipment and ability to lift 45 lbs. is required of this position.

Group Exercise Instructor (Revised September 2017)

Group instructors teach a variety of group exercise class formats for all skill levels ensuring a safe and comprehensive and fun workout experience. Responsibilities include teaching weekly classes, teaching fitness outreach classes, attending monthly staff meetings and continuing education.

Personal Trainer (Revised September 2017)

Personal Trainers are responsible for assisting participants with exercise program design and equipment orientation. Trainers will meet with clients to design safe and effective, comprehensive exercise programs based on ACSM guidelines. Background in Kinesiology, Health Science, or related field strongly preferred, national personal training certification required.

Camp Counselor (Revised September 2017)

The Camp Counselors will work with the participants of Little Jack Rec Camp, the Coordinator(s) for Summer Camps, and other Campus Recreation team members to create a positive environment for youth, ages 5-12 years old. The Counselors will participate and lead sport and recreation based activities, while encouraging good teamwork and positive sportsmanship at all times. Camp Counselors use skills in leadership, communication, working on a team, and conflict resolution to have a positive impact on the campers.

Office Assistant (Reviewed September 2017)

The student Office Assistant is responsible for greeting visitors to the SRC administrative office. They will answer and redirect phone calls, use computer database and word programs, file, handle cash, escort visitors to respective offices, sign participants up for memberships, camps, and other programs, distribute mail and perform general clerical tasks as necessary.

Maintenance Assistant (Reviewed September 2017)

The Maintenance Assistant assists the Maintenance Manager with scheduled, preventative, and acute maintenance of the Recreation Center. They perform routine inspections and assist with pool and spa cleaning. They also assist with grounds maintenance.

* All Campus Recreation Student Employees are required to attend Employee Training Sessions as a condition of employment.

* Because of our strong customer service orientation, all Campus Recreation employees must have solid communicative skills, be service minded and have an interest in recreation.



STUDENT EMPLOYEE POSITIONS

Service Assistant (Revised September 2017)

Service Assistants operate at the Welcome Desk of the Student Recreation Center as well as the Equipment Cage in the HPE. It is the mission of each Service Assistant to provide a welcoming, positive, and safe environment for all Campus Recreation patrons. Service Assistants will be knowledgeable of Campus Recreation policies and programs, and will answer or direct patron inquiries as needed. Service Assistants fulfill a variety of functions, including: member check-in, answering and directing phone calls, equipment check-out, retail and service sales, lost and found, upkeep of facilities and equipment, facility monitoring, policy enforcement, other tasks as assigned. Service Assistants are also encouraged to assist with and participate in Campus Recreation special events and programming.

Outdoor Center Assistant (Revised September 2017)

Outdoor Center Assistants work with Outdoor Pursuits administration and staff to assist and facilitate the operations of the entire Outdoor Pursuits Program. Specific duties include: Cash drawer operations; assisting patrons with gear selection and gear rental; cleaning, repairing and restocking outdoor equipment; assisting with necessary clerical items, and other duties as assigned. Outdoor Center Assistants should have some basic knowledge of outdoor equipment and outdoor recreation opportunities in the immediate East Texas area.

Challenge Course Facilitator (Reviewed September 2017)

The Challenge Course Facilitator is responsible for facilitating teambuilding and educational programs that utilize games, initiatives and low/high challenge course elements. This position will work with both on campus and off campus organizations. Duties include program prep, check-in, site safety, activity facilitation, belaying participants, instruction of climbing/safety techniques, and structure maintenance of the challenge courses. Challenge Course Facilitators must participate in and pass a Campus Recreation Facilitator training course to maintain employment.

Wall Specialist (Reviewed September 2017)

A Campus Recreation Climbing Wall Specialist is responsible for supervising the climbing wall. Duties include student check-in, site safety, belaying participants, instruction of climbing/safety clinics, and structure maintenance of the climbing wall.

Trip Leader (Reviewed September 2017)

Outdoor Program Trip Leaders are responsible for directing assigned outdoor trips. Responsibilities include conducting pre-trip meetings, organizing and maintaining group equipment, monitoring vehicle operation, supervising groups during trips, educating participants in necessary skills, and enforcing policies. Position requires prior experience and night/ weekend work.

* All Campus Recreation Student Employees are required to attend Employee Training Sessions as a condition of employment.

* Because of our strong customer service orientation, all Campus Recreation employees must have solid communicative skills, be service minded and have an interest in recreation.



STUDENT EMPLOYEE POSITIONS

Competitive Sports Supervisor (Revised September 2018)

Sport Club Duties

Responsible for the daily practices and weekly games for all club home events. The supervisor will be responsible for multiple team practices in a single day at multiple sites. The supervisor will ensure that all practice facilities are open, safe, and secured at the end of the night, make sure all needed equipment is available to start practice and secured at the end of the night, and that all venues are secured after practice. Providing general first aid during practice is also required for all clubs. The ability to work nights and weekends is required for this position.

Intramurals Duties

Responsible for one-two court(s) or field(s) during IMS activities. The supervisor will be responsible for: the officials working their field, all team check-in prior to games, safety of participants and staff throughout the game, first aid, handling disciplinary issues on their field, hourly counts of participants and spectators, and general supervision of field(s). No officiating experience is required. The ability to work nights and weekends is required for this position.

Intramural Sports Official (Revised September 2017)

Officials are responsible for maintaining a knowledge of the rules of play and enforcing the rules at all IMS activities. Providing a safe environment, fair play, and sportsmanship are three key components to the IMS Program. Officials training will be available for interested participants prior to the start of each intramural season.

Lifeguard (Revised September 2017)

The primary responsibility of a Lifeguard is for the safety of any person using Campus Rec Aquatic Facilities. Responsibilities include supervising recreational swimmers through proper scanning and consistent rule enforcement, preventing accidents and injuries and providing emergency intervention. Lifeguard candidates must be currently certified in American Red Cross Lifeguarding.

Safety Instructor (Revised September 2017)

Safety Instructors are responsible for teaching safety training classes. This can include American Red Cross Lifeguarding, American Red Cross CPR/AED for the Professional Rescuer, and American Red Cross Lifeguarding Review classes. Instructor candidates must be currently certified as an American Red Cross Lifeguarding Instructor or American Red Cross CPR Instructor.

Water Safety Instructor (Revised September 2017)

Water Safety Instructors are responsible for teaching adult and youth swimming lessons in the Learn-to-Swim program. This can include group, private and semi-private lessons. Instructor candidates must have prior swimming lesson teaching experience and must be certified as an American Red Cross Water Safety Instructor before teaching group swimming lessons.

* All Campus Recreation Student Employees are required to attend Employee Training Sessions as a condition of employment.

* Because of our strong customer service orientation, all Campus Recreation employees must have solid communicative skills, be service minded and have an interest in recreation.



STUDENT EMPLOYEE POSITIONS

Promotions & Sponsorships Assistant (Revised September 2017)

Responsible for the promotion of Campus Recreation and its events and activities through social media and other digital outlets, taking photo and video footage at events, keeping all printed materials updated, developing Campus Rec publications, representing Campus Recreation at various events, and general office duties. Duties may include light graphic design work; experience preferred but not required.

Graphic Designer – (Revised September 2017)

The Graphic Designers are responsible for the promotion of Campus Recreation and its activities by designing flyers, display ads, banners, logos, t-shirts, posters, taking photos, and shooting video at events. Duties also include representing Campus Recreation at various events. Must have experience in Adobe CC and strong communications skills; experience in marketing/public relations or publicity is preferred. Portfolio Required. Must be ready to show and discuss at the time of the interview.

Wellness Assistant (Revised July 2021)

Provide general office support for the Wellness program. Duties may include setting and breakingdown for fitness classes, answering general programming questions via email and phone, assisting with development and implementation of various programming, developing Wellness publications, and general office duties.

Wellness Coach (Revised July 2021)

Facilitate individual peer-to-peer wellness coaching sessions. Provide personalized support to peers by helping them plan and implement their personal goals, by providing them the tools, resources, and strategies they need. Empower your peers to make healthy decisions and foster a culture of wellness, central to academic success and student foundation.

* All Campus Recreation Student Employees are required to attend Employee Training Sessions as a condition of employment.

* Because of our strong customer service orientation, all Campus Recreation employees must have solid communicative skills, be service minded and have an interest in recreation.