



**APPALACHIAN STATE UNIVERSITY**  
**University Recreation (UREC)**  
**Member Services - Office Operations**

The **Office Operations** staff is primarily responsible for working as the receptionist during the times that the Business Manager and/or Office Manager are out of the Student Recreation Center main office (i.e. during lunch). The Office Operations staff will support all program areas within University Recreation.

**Supervisor:** This position reports directly to the **Business Manager** and/or the **Office Manager**.

**Hours:** The **Office Operations** staff will work on average 8-20 hours per week during the academic year (up to 35 hours per week during summer sessions).

**Salary:** \$ 8.50 per hour.

**You will succeed at UREC if you are committed to:**

- Explore to find the best of you
- Bring your positive and constructive attitude
- Connect with others
- Be a team player
- Embrace and inspire an inclusive, vibrant, active, and healthy community
- Work in a flexible schedule that may require some evenings, weekends, and designated holidays

**Join our team**

Appalachian State University (App State) invites interested applicants for the position of **Office Operations** to become a part of the University Recreation (UREC) team as we facilitate an inclusive environment where recreation and wellness opportunities transform, engage, and care for the App State community.

**Who we are**

UREC fosters healthy lifestyles for lifelong wellbeing. You will join a UREC team that is creating an exciting environment, values collaboration, innovation, and inclusion, and is welcoming to all App State students, faculty and staff. We are creating a risk-taking workplace that supports the voices and contributions of employees at all levels, listens, and responds to our community. At UREC we believe in an equitable UREC community with opportunities for everyone, with everyone. Learn more about us at this [link](#).

**Responsibilities include, but are not limited to:**

- Meet and greet anyone who enters the Student Recreation Center office
- Answer the telephone, take messages, forward calls and direct individuals to the appropriate person to assist with any requests or questions
- Assist with office duties such as filing, copying, etc.
- Assist with taking inventory of office supplies
- Other office duties as assigned or requested

**Required qualifications:**

- Dedication to University Recreation and a desire to support its [Mission, Vision and Values](#).

**We are committed to facilitate your learning journey and create unique opportunities for your career and self development in the following areas\*:**

- Self-awareness
- Communication
- Critical Thinking
- Equity, Diversity, and Inclusion
- Leadership
- Professionalism
- Teamwork
- Health & Wellbeing

\* Reprinted courtesy of the [National Association of Colleges and Employers](#)

**How to apply:**

- To apply for positions, please visit our [website](#).
- If you would like to speak with someone about employment opportunities, please call (828) 262-2100 or email [anthonykr@appstate.edu](mailto:anthonykr@appstate.edu)

Please be aware that to be eligible for student employment with UREC, you must be a current student enrolled at Appalachian State University and in good academic standing.

**Office of Disability Resources Accommodations:** Appalachian State University is committed to providing an inclusive experience, accessible learning [and working] environments and equal opportunity to individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals needing reasonable accommodations should contact the Office of Disability Resources (828) 262-3056 or [odr.appstate.edu](http://odr.appstate.edu).

**AA/EEO Statement:** Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.

\* This position is available for Federal Work Study \*