



**APPALACHIAN STATE UNIVERSITY**  
**University Recreation (UREC)**  
**Facilities & Operations Front Desk Attendant**

The **Facilities & Operations Front Desk Attendant** is primarily responsible for creating and facilitating a welcoming environment at all UREC facilities. They are also responsible for monitoring facility access, checking out equipment, and communicating any UREC updates to entering participants.

**Supervisor:** This position reports directly to the **Coordinator for Facilities & Operations** and the **Assistant Director for Facilities & Operations**.

**Hours:** The **Facilities & Operations Front Desk Attendant** will work between 8-20 hours per week during the academic year (up to 35 hours per week during summer sessions).

**Salary:** Starting at **\$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 **Facilities & Operations Front Desk Attendant** to become a part of the University Recreation (UREC) team as we facilitate an 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 a UREC community with opportunities for everyone, with everyone. Learn more about us from [our website](#).

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

- Facility access
- Point of Sale
- Equipment check-out/check-in
- Completion of participant waivers, membership forms, visitor sign in sheet
- Making daily announcements
- Educate participants about gym etiquette, UREC policies, programs and services
- Provide excellent customer service by answering questions, answering the phone
- Having knowledge of our UREC website and UREC app
- Having knowledge of the UREC facilities including building hours, how and who to refer them to answer their questions
- Designing the welcome boards to engage with our participants
- Laundry
- Work on a team to create a welcoming and safe environment
- Attend mandatory in-person semester trainings (occur the week before classes start) and monthly meetings (one Saturday morning per month)

**Required qualifications:**

- Supporting University Recreation's mission, vision and values.
- Ability to be stationary for periods of time.
- Work with a team of others

**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 contact Jules Silver, Assistant Director for Facilities & Operations, (828) 262-8707 or email [silverjl@appstate.edu](mailto:silverjl@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 (including pregnancy), gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.

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