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 of Facilities & Operations** and the **Assistant Director of 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: $9.50 per hour.

You will succeed at UREC if you are committed to:

- Exploring to find the best of you
- Bringing your positive and constructive attitude
- Connecting with others
- Being a team player
- Embracing and inspiring a vibrant, active, and healthy community
- Working 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 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 is welcoming to all App State students, faculty and staff. At UREC we believe in a 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 facilitating your learning journey and creating unique opportunities for your career and self development. We encourage experiences at UREC to correlate with the NACE Competencies established through 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 of Facilities & Operations, (828) 262-8707 or email 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.

* This position is available for Federal Work Study *

Office of Disability Resources Accommodations: The Disability Resources (ODR) unit of Access & Opportunity is the designated office at Appalachian State University for promoting opportunity, access, and civil rights based on a disability. ODR oversees access needs, applicable University resources/supports, and eligibility of appropriate accommodations (adjustments, auxiliary aids/services and reasonable modifications) based on disability for students and visitors. ODR is also responsible for oversight of accessibility of programs, services and activities; disability compliance requirements; and the facilitation of removing existing disability-related barriers within the built environment. Individuals needing reasonable accommodations should contact the Office of Disability Resources (828) 262-3056 or odr.appstate.edu.

EEO Statement: Appalachian State University is an 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.