



Student Position Description

JOB TITLE: Koury Operations Assistant

REPORTS TO: Koury Operations Team Leader

PAY RATE: Tier I – starts at \$9.00/hour

DEPARTMENT MISSION STATEMENT:

Campus Recreation & Wellness contributes to the holistic well-being of students, faculty, and staff by providing access to recreational and educational experiences fostering a sense of community and belonging, and empowering individuals to cultivate positive wellness values and behaviors that last throughout and beyond their time at Elon.

SUMMARY OF POSITION:

The Koury Operations Assistant is responsible for the front desk operations, fitness center supervision, and provides excellent customer service.

LEARNING PRACTICES:

Through employment in Campus Recreation & Wellness, the Koury Operations Assistant will:

- Develop transferrable skills such as teamwork, communication, time management, organization, conflict resolution, critical thinking, and decision-making.
- Be able to articulate the value of recreation and wellness in the overall college student experience.
- Identify fitness equipment and its functional capacity

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage access of Phoenix card holders and guests
- Conduct regular equipment cleaning, inventory checks and equipment checkout
- Provide spotting and weight room orientation
- Maintain a working knowledge of all Campus Recreation & Wellness programs and services
- Foster strong partnerships with other members of the Koury Operations team, as well as colleagues throughout Campus Recreation & Wellness
- Deliver quality customer service to all patrons, program participants, and visitors
- Attend all koury operation team meetings and trainings
- Other duties and projects as assigned

MINIMUM QUALIFICATIONS:

- American Red Cross CPR, First Aid, and AED certification (classes available through Campus Recreation & Wellness)

EQUAL EMPLOYMENT OPPORTUNITY:

Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, gender identity, or veteran's status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.