



Student Position Description

JOB TITLE: Community Engagement Assistant

REPORTS TO: Community Engagement Team Leader

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

SUMMARY OF POSITION:

Campus Recreation & Wellness provides quality recreational and educational experiences designed to positively impact the development of Elon students and contribute to the wellness of the campus community. The official manages intramural sports contests to ensure a safe, inclusive environment and the proper enforcement of rules and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the budgeting, planning, and promotion of assigned events
- Serve as reservation assistance for any student organization events in Campus Recreation & Wellness spaces and provide tabling opportunities for university events
- Serve as on-site staff for all Campus Recreation & Wellness special events
- Work with various student organizations and campus departments in the planning and implementation of collaborative events
- Maintain a working knowledge of all Campus Recreation & Wellness programs and services
- Foster strong partnerships with other members of the Special Events team, as well as colleagues throughout Campus Recreation & Wellness
- Deliver quality customer service to all patrons, program participants, and visitors
- Attend all Special Events 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)

LEARNING OUTCOMES:

Through employment in Campus Recreation & Wellness, the official 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.
- Be able to officiate at least three different team sports.

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.