

## **Job Description**

**Position:** Student Manager – Staff Development

### **Basic Job Duties and Responsibilities:**

- Assist the fitness center management in the total functioning of the Fitness Centers.
- Assist in the selection, training and supervision of student staff.
- Attend and assist in all staff training prior to the beginning of each semester.
- Assist in developing and implementing management procedures, policies and programs.
- Consistently enforce all policies and procedures that pertain to student staff and members.
- Process student staff time sheets in an organized and timely manner.
- Foster professional standards among student staff (ROLE MODELING).
- Serve as an active member on the Fitness Center's Advisory Committee.
- Attend all staff meetings and communicate regularly with management.

### **Additional Job Duties and Responsibilities:**

- Assist more directly in staff selection, training and supervision
- Assist in maintaining staff work schedule
- Create employee incentive program (i.e. employee of the month, birthdays, staff socials)
- Assist in end of the year staff evaluations
- Maintain working order of front desk

### **Qualifications:**

- Must maintain an overall 2.4 G.P.A.
- 1 year of service as a facility attendant
- Strong interpersonal and communication skills
- Leadership, decision-making, confrontation and problem solving skills.

### **Hours:**

In addition to your scheduled hours, provide at least 2 hours a week of float time. Float time is defined as short periodic check-ins at the centers to ensure smooth operations. Total work time is at least 10 hours/week

### **Performance Appraisal:**

Feedback is ongoing. If a situation arises that needs attention, it will be addressed promptly and a time for desired change will be established.

### **Wage:**

The rate of pay is \$8.50 per hour with free membership to the Fitness Centers.