Student Employment Job Descriptions

Facility Operations – Customer Service Representative
● Monitor access to the Turner Center and provide quality first contact customer service
● Verify appropriate patron identification
● Assist Facility Manager with facility opening and closing procedures
● Enforce department and building policies
● Assist with issuing guest passes, receipt writing, and Assumption of Risk and Release forms
● Maintain the cleanliness and integrity of the main entrance, lobby area, and open recreation spaces
● Monitor all equipment check-out and check-in and inspect equipment for damage
● Launder all facility towels and monitor towel service check out
● Other duties as assigned
● Estimated hours per week: 8-12

Facility Operations – Membership Services Representative
● Serve as first point of contact for patrons in Turner Center Office 214 & SCRC Office 214
● Process membership and locker rental sales for TC & SCRC members and maintain member records
● Conduct tours for prospective members
● Assist in conducting locker cleanouts
● Facilitate lost & found cleanouts
● Assist control desk with transaction process when needed
● Conduct community outreach for membership prospects
● Conduct opening and closing procedures for Offices 214
● Execute administrative duties including, but not limited to, tracking office supply inventory, responding to patron inquiries, and accepting and distributing mail
● Develop and update bulletin boards with information relative to members
● Other duties as assigned
● Estimated hours per week: 8-12

Facility Operations, Intramural Sports & Sport Clubs – Operations Crew
● Ensure the natural beauty of all Campus Recreation facilities including: the Turner Center, the SCRC, 6 tennis courts, the Outdoor Sports Complex (Intramural Fields, Sport Clubs Fields, Sand Volleyball Courts, Disc Golf Course, Rebel Challenge Course)
● Perform routine field maintenance procedures (mowing, weed eating, etc.)
● Perform routine field lining of Intramural and Sport Club fields
● Provide excellent customer service to all students and patrons that use the facilities
● Provide daily checks for risk management concerns
● Assist with special events and facility programming; sport club matches, facility rentals, intramural sports, summer camps, etc.
● Enforce the policies and procedures of each facility
● Keeping all recreation areas clean and safe
● Estimated hours per week: 6-12
Student Employment Job Descriptions

Aquatics – Lifeguard
- Maintain a safe and clean swimming environment for patrons
- Prevent injuries, eliminate hazards, and render emergency care within the scope of training
- Enforce all pool rules and regulations
- Maintain high standards of appearance, attitude, and provide customer service
- Attend monthly in-service meetings
- Ability to swim 300 yards consecutively and tread water for two minutes
- Ability to work days, nights, weekends, and some early mornings required
- Ability to retrieve from 13’ depth and swim with 10 pound brick
- American Red Cross Lifeguarding certification required
- Other duties as assigned
- Estimated hours per week: 10 -15

Aquatics – Swim Instructor
- Responsible for instructing and evaluating swim lesson participants
- Responsible for the safety of the participant(s) in class
- Begin and end class/lessons on time; remaining after class to answer questions/cleanup as needed
- Ability to demonstrate skills required for instruction as well as to use teaching aids such as kickboards, diving rings, life jackets, etc.
- Ability to work independently and demonstrate enthusiasm
- Submit completed skills sheets and student certificates in a timely manner
- Attend mandatory meetings and training sessions as scheduled
- Provide emergency care within the scope of training as necessary
- Maintain high standards of appearance, attitude, and provide quality customer service
- American Red Cross Water Safety Instructor (WSI) certification preferred but not required
- Other duties as assigned
- Estimated hours per week: 6-10
Student Employment Job Descriptions

Fitness – Fitness Attendant
- Ensure a safe and enjoyable environment in the fitness center
- Enforce all fitness center and Campus Recreation policies and procedures
- Provide quality customer service to all patrons
- Clean assigned fitness equipment and other facility equipment as needed
- Re-rack weights in the appropriate location
- Attend monthly Fitness Employee meetings
- Maintain current First Aid, CPR & AED certification throughout the duration of employment
- Serve as a substitute and cover shifts for co-workers as needed & available
- Assist with participant registration for group fitness classes and personal training
- Assist Fitness Supervisors and Fitness Team Leaders with assigned duties as well
- Other duties as assigned
- Estimated hours per week: 6-12

Fitness – Personal Trainer
- Obtain and maintain a nationally accredited PT certification (AFAA, ACE, NASM, ACSM, etc.)
- Prep course offered each semester to prepare to sit for national certification: Click here for more information.
- Complete and maintain a CPR/AED/First Aid certification
- Arrive early to training sessions; ensure all equipment is placed in its respective area following sessions
- Provide and build professional and confidential relationships with multiple clients.
- Communicate and schedule regular sessions with individual clients, partner clients, or small groups
- Perform required fitness assessments and screenings both pre and post training
- Educate, demonstrate, and monitor correct form on prescribed exercises
- Provide motivation for clients by maintaining a positive and enthusiastic attitude during sessions
- Write and adhere to comprehensive, pre-planned exercise programs designed to achieve specific client goals
- Maintain documentation of client progression
- Assist with various Fitness and department (Campus Recreation) special events and activities
- Attend regularly monthly meetings and scheduled in-house continuing education opportunities
- Exemplify all TEAM CR values and ensure general cleanliness of all Campus Recreation facilities
- Estimated hours per week: 5-15

Fitness – Group Fitness Instructor
- No previous fitness instructor experience required
- Certified instructors preferred; a semester long instructor training provided: Click here for more information.
- Must obtain nationally accredited GFI certification (AFAA, ACE, etc.) by the end of second semester teaching
- Ensure a safe and enjoyable environment in group fitness classes
- Enforce all fitness and Campus Recreation policies and procedures
- Provide quality customer service to all patrons
- Lead and instruct safe and effective group fitness classes in multiple formats
- Attend monthly Group Fitness Instructor meetings
- Maintain current First Aid, CPR & AED certification throughout the duration of employment
- Serve as a substitute and cover classes for other instructors as needed & available
- Assist with participant registration for group fitness classes
- Other duties as assigned
- Estimated hours per week: 2-5
Student Employment Job Descriptions

Intramural Sports – Sport Official

- No prior officiating experience necessary
- Attend all sport specific trainings prior to the start of each season and prior to playoffs
- Officiate a variety of team sports including but not limited to flag football, basketball, indoor & outdoor soccer, volleyball, and softball
- Enforce all Intramural Sports and Campus Recreation policies and procedures
- Provide exceptional customer service to all participants and spectators
- Responsible for game and conflict management
- Ensure all participants are playing in a safe and fun environment
- Accept constructive feedback and strive to improve daily
- Expected to be physically active for the duration of a 3-4 hour shift
- Maintain current First Aid, CPR & AED certification throughout the duration of employment
- Estimated hours per week: 8-12
Student Employment Job Descriptions

Outdoors – Trip Leader

- Certifications Required: Wilderness First Responder (WFR) and completion of EL 200.
  - A WFR course is offered through OMOD at the end of each Fall semester in December. OMOD subsidizes a large portion of this course, however it still requires an investment on your part. Certification through this course DOES NOT insure employment.
  - EL 200 is a class offered through the university and will give you two academic hours. It is generally once a week for a couple hours and is taught by the OMOD Graduate Assistant. You will be learning hard skills (how to pack a backpack, how to build a fire, etc.) and soft skills (fostering group dynamics, communicating with difficult participants, how to handle stressful situations, etc.), all while getting to know other potential trip leaders! You will also attend a Field Experience Trip with your class and intern on an OMOD trip with current trip leaders.
  - All trip leaders will also be required to hold a Office/Wall Attendant position.
- Assist in the planning and preparation of assigned trips and clinic, including scouting locations.
- Lead and/or facilitate clinics and day, weekend, and extended trips.
- Facilitate and provide a positive learning environment.
- Teach Leave No Trace (LNT) outdoor ethics principles.
- Promote and market all OMOD and Campus Recreation events.
- Maintain, clean, organize, and repair, outdoor equipment.
- Assist and perform pre- and post- trip logistics.
- Adhere to all UM, CR, and OMOD policies and procedures on trips.
- Stay current on outdoor trends and practices, including adaptive and inclusive recreation.
- Facilitate and provide a positive learning environment.
- Hours per week are based on trip, clinic, and special event registration numbers.

Outdoors – Challenge Course High Ropes Facilitator

- Certifications Required: Level 1 Challenge Course Facilitator Training and American Red Cross CPR/First Aid Certification.
  - The Level 1 Training is taught by Adventure Experiences, Inc. and is offered in May at the Rebel Challenge Course. This introductory training will teach the foundational skills you need to facilitate on the challenge course. Certification teaches the essential “hard” and “soft” skills to safely and effectively facilitate your program. The 5-day training will culminate with a written and practical test and is a one year certification.
  - All facilitators will also be required to hold a Office/Wall Attendant position.
- Foster positive group dynamics and facilitate the growth of transferable skills (i.e. communication, teamwork, trust) with all groups
- Ensure a safe and fun environment for all participants.
- The RCC elements include a high ropes (zip line, rock wall, flying squirrel, etc.) and low ropes (trust fall, etc.) course.
- Facilitators will be belay certified and will learn ropes course skills, such as setting up high elements, learning equipment, coiling a rope, and self-belay climb, and working with diverse participants and groups.
- Hours per week are determined by demand of sessions.
Outdoors – OMOD Representative

- **Office Staff** - Provides customer service by assisting with trip registration, gear rentals, and merchandise sales. Cleans gear, answers questions, and completes administrative office functions. Oversees climbing wall patron profile, check-in, and equipment rental (Belay Devices, Harnesses, Shoes) while inspecting all equipment each shift and documenting any issues.

- **Route Setter** - Works to accomplish goals provided by the climbing wall supervisor and Graduate Assistant in regards to stripping the wall, setting new routes, and prepping for climbing wall competitions during closed climbing wall hours.

- **Climbing Wall Attendant** - Entry level position responsible for setting up, inspecting, and putting up ropes at the beginning and end of shifts and taking care of any hold maintenance issue; providing a friendly and welcoming atmosphere at the wall while belaying and interacting with participants.

- **Climbing Wall Supervisor** - Perform all roles of a Climbing Wall Attendant with the additional responsibility of filling out opening and closing reports, incident and accident reports, and is the point of contact for risk management and customer service and assumes decision making responsibility if Graduate assistants and professional staff are not present. Provides belay instruction during belay lessons/clinics and facilitates patron belay tests.

- **Team-building & Low Ropes Facilitator** - foster positive group dynamics and facilitate the growth of transferable skills (i.e. communication, teamwork, trust) with all groups.
Wellness Education – Wellness Education Representative

- Bring creative and fresh ideas for student wellness programming
- Benchmark wellness initiatives in higher education
- Foster healthy group dynamics
- Plan, develop, implement and assess wellness programming
- Plan, develop, implement kitchen demonstrations based on group reservations
- Ability to work days, nights and weekends
- Attend mandatory meetings and training sessions as scheduled
- Knowledgeable of all policies and procedures
- Other duties as assigned
- Estimated hours per week: 10

Wellness Education – Tobacco Free Generation Representative

- Bring creative and fresh ideas for student wellness programming
- Serve on the Tobacco Free Generation Coalition
- Help facilitate campus assessment regarding tobacco use
- Engage the campus community in policy development
- Facilitate presentations and host events on campus promoting a tobacco free campus
- Help in implementation of a tobacco cessation program
- Ability to work days, nights and weekends
- Attend mandatory meetings and training sessions as scheduled
- Other duties as assigned
- Estimated hours per week: 10
Marketing – Marketing Program Assistant

- Must be studying marketing, business, visual design or a related field.
- Must have completed a minimum of two full semesters with The University of Mississippi (sophomore level position)
- Ability to work days, nights and weekends
- Attend mandatory meetings and training sessions as scheduled
- Knowledgeable of all policies and procedures
- Demonstration of superior knowledge of Facebook, Twitter, Instagram, Canva, Trello, Google Drive, Wordpress, and other social media platforms
- Attend recreational events to document new photos
- Schedule social media posts on Hootsuite
- Maintain active communication with Coordinator of Marketing and Member Services
- Other duties as assigned
- Estimated hours per week: 10-15