Student Employment Job Descriptions

Student employees may work a maximum of 20 hours weekly. Estimated weekly hours per position are listed below.

**Facility Operations – Customer Service Representative**
- Monitor the access into the Turner Center and SCRC and provide first contact customer service
- Verify proper entrance into the Turner Center and SCRC. This includes verifying that the patron has the proper identification (patrons' picture on the computer)
- Assist FM with opening and closing procedures
- Enforce all Campus Recreation policies and procedures
- Assist the FM with issuing guest passes, receipts, Assumption of Risk and Release forms & collection of money
- Help maintain the cleanliness of Campus Recreation facilities
- Facilitate and monitor all equipment check-out and check-in
- Report any risk management issues to the FM
- Perform necessary maintenance of towels including cleaning, replacing and distribution
- Be knowledgeable of all policies and procedures to be able to answer the patron's questions
- Aid in enacting emergency action plans
- Other duties as assigned by supervisor
- Estimated hours per week: 8-12

**Facility Operations - Member Services Representative**
- Serve as first point of contact for patrons
- Process membership and locker rental sales for Turner Center and South Campus Recreation Center members and maintain member records
- Conduct tours for prospective members
- Assist in conducting locker clean outs
- Facilitate lost & found cleanout
- Assist control desk with transaction process when needed
- Assist with community outreach for membership prospects
- Conduct opening and closing procedures for office 214
- 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 by supervisor
- Estimated hours per week: 8-12

**Facility Operations – Field Crew**
- Ensure the natural beauty of all Campus Recreation facilities including: the Turner Center (6 tennis courts), the Blackburn-McMurray Outdoor Sports Complex (Intramural Fields, Sport Club Fields, Sand Volleyball Courts, Disc Golf Course, Rebel Challenge Course), and South Campus Recreation Center (Sport Club competition fields) in order to enhance the participant experience
- Perform routine maintenance procedures to all overseen facilities (mowing, weed eating, minor repairs, aerating, field lining, etc.)
- Provide excellent customer service to all patrons
- Perform daily checks and report risk management concerns to supervisor
- Assist with facility programming; Sport Club matches, facility rentals, Intramural Sports, etc.
- Enforce all Campus Recreation policies and procedures at each facility
- Keep all recreation areas clean and safe
- Other duties as assigned by supervisor
- Estimated hours per week: 6-12
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, some early mornings, and at least one holiday or intersession break required
- Ability to retrieve and swim with 10 pound brick from 13’ depth
- Perform routine maintenance on pool equipment
- American Red Cross Lifeguarding certification required
- Other duties as assigned
- Estimated hours per week: 12-16

Aquatics – Swim Instructor
- Responsible for assisting individuals with registration and check in on IMLeagues/OleMissCR app
- 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
- 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: 12-16

Sport Clubs – Event Monitor
- Attend all specific trainings and meetings
- Enforce all Sport Clubs, Campus Recreation, and University policies and procedures
- Provide exceptional customer service to all participants and spectators
- Responsible for monitoring practices, signing athletes in for practice, ensuring all forms are completed on IMLeagues prior to practicing.
- Ensure fields/courts are in good condition for sport clubs to practice.
- Build relationships with sport club participants and be a liaison between clubs and IMSC office.
- Expected to be mobile for the duration of a 3-4 hour shift
- Expected to have general knowledge of sport club event management and willing to learn sport specific rules and regulations.
- Maintain current First Aid, CPR & AED certification throughout employment duration
- Expected to work some weekends
- Help clubs with set-up/ tear-down of practices and special events
- Ensure safety of all in attendance and complete proper reports.
- Act as a customer service representative for all participants and spectators
- Estimated hours per week: 8-12
Intramural Sports – Sport Official
- No prior officiating experience necessary
- Attend all sport specific training 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, dodgeball, 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 employment duration
- Estimated hours per week: 8-12

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 staff meetings
- Attend monthly professional development check in meetings
- Maintain current First Aid, CPR & AED certification throughout 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 as other duties as assigned
- Estimated hours per week: 8-20

Fitness – Personal Trainer
- Obtain and maintain a nationally accredited PT certification (AFAA, ACE, NASM, ACSM, etc.)
- Prep course offered to prepare to sit for national certification: [Click here](#) for information
- Complete and maintain a CPR/AED/First Aid certification
- Arrive early to training sessions; ensure all equipment is returned to respective area post sessions
- Provide and build professional and confidential relationships with multiple clients
- Communicate and schedule 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 programs 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/development opportunities
- Exemplify all TEAM CR values and ensure general cleanliness of all Campus Recreation facilities
- Estimated hours per week: 5-18
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**Fitness – Group Fitness Instructor**
- Certified instructors preferred (AFAA, ACE, NASM, ACSM, etc.)
- Prep course offered to prepare to sit for national certification: [Click here](#) for information
- No previous fitness instructor experience required
- 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 and educational/development opportunities
- Maintain current First Aid, CPR & AED certification throughout employment
- Serve as a substitute and cover classes for other instructors as needed & available
- Assist with participant registration for group fitness classes
- Assist with various Fitness and department (Campus Recreation) special events and activities
- Other duties as assigned
- Estimated hours per week: 3-8

**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: 8-14

**Outdoors – OMOD Representative (is trained in all areas below)**
- **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.
- **Climbing Wall Attendant** - 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.
- **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.
- **Team-building & Low Ropes Facilitator** - foster positive group dynamics and facilitate the growth
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of transferable skills (i.e. communication, teamwork, trust) with all groups.

- Estimated hours per week: 8-12

**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 an Office/Wall Attendant position.

- Assist in the planning and preparation of assigned trips and clinics, 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.
- Hours per week are based on trip, clinic, and special event registration numbers.

**Outdoors – Challenge Course High Ropes Facilitator**

- Certifications Required: Level 1 ACCT 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 an 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 for sessions.