**Sports Equipment Assistant 1 – SRC Operations Assistant**

Sports Equipment Assistants are needed to assist with managing sports & recreation facilities and special events for students and community members/groups. This is a fun work environment where you get to be part of recreation center operations and game day athletics experiences, on campus at EWU.

Sports Equipment Assistant 1 – SRC Operations Assistant (SEA 1), under general supervision, duties may include, but are not limited to:

* Assisting in the issue/return/maintenance/cleaning/inventory and set-up/take-down of recreational equipment used for:
	+ Academic classes.
	+ Athletics
	+ Intramural/club sports
	+ General recreation and special events

Assists with locker issues and laundry operations

Assist with field layout and painting for varsity summer camps

Performing front desk duties, to include answering phones and assisting customers with questions, building directions, etc.

Enforcing rules and regulations.

Assisting with the unlocking/locking/securing of all activity areas when on the opening or closing shift.

Facility management/operations duties to include special event management.

Facility supervision of varsity competitions and camps

Performing other related duties as assigned or required.

This position will report to *insert department* and *insert name of supervisor/manager.*

This position will work *insert days and hours per week.* This position will require some evening and weekend work.

**Required Qualifications:**
No experience required, all applicants will be trained in relevant job skills.

Applicants must have excellent customer service and people skills.

Applicants must have basic computer and mathematical skills.

Applicants must be reliable, responsive, organized, sensitive to the needs of a diverse population, willing to take direction and follow guidance.

Applicants must be able to lift and carry up to 50 lbs. while team-lifting periodically. Successful applicants may be required to complete EWU’s safe lifting training and/or pass a physical.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**