

**SFSU CAMPUS RECREATION**

# **NOW HIRING**

**Equipment Room Assistant**

**APPLICATION DEADLINE:  
FEBRUARY 28, 2019**

To Apply: As a department under the Dean of Students area, please complete the Common Application form below on Qualtrics. Additionally, we will ask for your cover letter and resume, and the attached Staff Availability Sheet to be filled out and uploaded as part of your application.

**Qualtrics - Common Application:  
[HTTPS://SFSU.CO1.QUALTRICS.COM/JFE/FOR  
M/SV\\_3N47J3OAEH4XELX](https://sfsu.co1.qualtrics.com/jfe/form/SV_3N47J3OAEH4XELX)**



## PURPOSE

The Main responsibilities of Equipment Room Assistant is to provide members and guests with equipment that is safe and usable at the Mashouf Wellness Center. Knowledge of Campus Recreation philosophy, programming and equipment is essential to this position. Provide Equipment Room Assistant for Campus Recreation under the supervision of Student managers of Memberships, and Full-time Professional staff (Memberships and Outreach Coordinator). This position also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

## DUTIES AND RESPONSIBILITIES

- Responsible for re-string rackets using Mashouf Wellness Center racket string apparatus.
- Assist in the order/purchase of strings and or Frames for all rackets, and other equipment that may be needed.
- Educate and train staff member how to use re-stringing apparatus and to treat/store equipment to increase longevity of equipment.
- Organize equipment and assist with end of year inventory.
- Educate participants and staff on safe participation during Campus Recreation activities, and enforce program policies and procedures.
- Assist with any injury or incident while on duty, submit injury reports according to protocol.
- Attend staff meetings and staff trainings
- Disseminate information about campus recreation programs, including hours, rules, proper equipment usage and safety.
- Report when equipment and supplies are running low or when equipment needs repairs or replacement.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Hours will vary, however students may not work more than 20 hours/week during the academic semester.

## QUALIFICATIONS

- Previous re-stringing experience is highly preferred but not required
- Willingness to practice great customer service skills, also, the willingness to develop and practice critical thinking skills, communication skills, teamwork, problem-solving, and data entry without error.
- First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
- Demonstrated interpersonal skills including strong communication skills, customer service skills, ability to enforce policy and perform under pressure and working in a team atmosphere.
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Must be able to work independently without direct supervision on a day to day basis.
- Employment may be dependent on passing a background check.