

SFSU CAMPUS RECREATION

NOW HIRING

Student Manager of Massage Therapy

**APPLICATION DEADLINE:
OPEN UNTIL FILLED**

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 responsibility of the Student Manager for Massage Therapy is to help oversee the operations and management of the Massage Therapy Program Area in the Mashouf Wellness Center. Knowledge of the benefits of massage therapy is essential to this position. This person also helps provide overall development and promotion of programs, and contributes to the overall goals and values of the Campus Recreation Department.

DUTIES AND RESPONSIBILITIES

- Responsible for assisting full-time staff in overseeing the day-to-day operations of the Massage Therapy Program Area.
- Educate participants and staff on safe use of the massage therapy area at the Mashouf Wellness Center, and enforce policies and procedures.
- Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality certified Massage Therapy Staff.
- Review timesheets and provide payroll back up information.
- Organize and conduct staff meetings and staff training with Massage Therapy Staff.
- Train Massage Therapy Staff on all current responsibilities and expectations specific to the massage therapy area and our department/campus.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities and services related to your Program Area (eg, working with MWC Operations, Personal Training, Risk Management, and other MWC and campus departments, etc.)
- Seek feedback for improvement of the program from participants and staff, and implement changes that will result in a safe environment for all participants.
- Maintain standardized risk management best practices and emergency procedures for your program area.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Hours will vary, however students may not work more than 20 hours/week during the academic semester.

QUALIFICATIONS

- Previous leadership, coordination or management experience is required.
- Certification in massage therapy is not required, but must have knowledge of the benefits of massage therapy.
- Strongly preferred: Frequent recipient of massage therapy; certified as a Massage Therapist (any modality).
- First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.