

SFSU CAMPUS RECREATION

NOW HIRING

Student Manager for Reservations and Events

APPLICATION DEADLINE:

JULY 14, 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 responsibility of the Student Manager for Reservations and Events is to help oversee the reservations and special events of the Mashouf Wellness Center at SF State under the supervision of a full-time staff professional. Experience and knowledge of event supervision and event equipment is essential to this position. This person also helps provide overall development and promotion of programs and contributes to overall goals and values of the Campus Recreation Department.

DUTIES AND RESPONSIBILITIES

- Serve as the main point of contact for reservations and special events; delegate tasks as needed.
- Organize and conduct pre-event meetings with Event Assistant Staff.
- Create documents pertaining to standard operating procedures for tenants and event staff. (i.e. audio-visual user instructions, event set up and break down timelines etc).
- Disseminate information about reserving facilities, including hours, usage, costs, and safety.
- Utilize multiple software systems to schedule event assistant staff and view events and reservations. Conduct excellent customer service with all reservations and special events.
- Help determine the compatibility of each reservation request in relation to building policies and procedures, and appropriate usage.
- 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.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities and equipment (e.g., Informal Rec, Kinesiology, Athletics, and University Police).
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- 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.

QUALIFICATIONS

- Previous leadership, coordination or management experience is required.
- Previous event experience, delegation and supervision is preferred.
- 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.
- Employment may be dependent on passing a background check.
- Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
- Ability to work with student groups as well as faculty/staff and off-campus community groups.
- Ability to complete tasks accurately and in a timely manner.
- Demonstrated leadership skills including strong communication skills and working in a team atmosphere.
- Must be able to work independently without direct supervision on day to day tasks.