SF State Campus Recreation

Now Hiring

Student Manager for Reservations & Scheduling

Preference given to current Campus Recreation Student Employees.

The Campus Recreation Department strives to meet the dynamic needs and interests of students by providing programs and services that promote positive physical and mental health, encourage lifetime interest in active, healthy lifestyles and provide student leadership opportunities that complement the academic experience.

As part of the Campus Recreation Management Team, this position will assist with the program and operational model needed to open the Mashouf Wellness Center in 2017. The Mashouf Wellness Center will be an exciting, state-of-the-art, 118,700 square-foot facility, supporting general well-being by providing recreation and wellness programs and activities for the SF State campus.

Some job duties and responsibilities for this position may change during the transition into the Mashouf Wellness Center.

Application Deadline: Open Until Filled

To apply: As a department under the Dean of Students area, please complete the Common Application form below in OrgSync. Please prepare to spend 30-45 minutes completing the application. 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. For more questions about the position, please email Chanda Jensen atcjensen@sfsu.edu.

Dean of Students - Common Application
• https://orgsync.com/13745/forms/299921

For more information about Campus Recreation:
www.sfsu.edu/~recsport
Campus Recreation Department
San Francisco State University
Position Description
Student Manager for Reservations & Scheduling

$12.00/hr. through May 31, 2017
($13.50/hr. starting June 1, 2017
6-9 Hrs/wk

Purpose
The main responsibility of the Student Manager for Reservations is to assist with overseeing the reservations and scheduling of sports and recreation facilities at SF State under the supervision of a full-time staff professional. This person also helps provide overall development and promotion of the service, and contributes to the overall goals of the Campus Recreation Department.

Duties and Responsibilities
1. Responsible for assisting full-time staff in overseeing the day-to-day operations of the Reservations & Scheduling Program Area. This program area provides scheduling of all sports and recreation facilities on the SF State Campus, including the new Mashouf Wellness Center (MWC) and Rec Field, Gymnasium activity spaces, Cox Stadium, Maloney Field, and the West Campus Green.
2. Educate participants and staff on use of the Reservations & Scheduling Program Area, and enforce program policies and procedures.
3. Train MWC Staff on all current responsibilities and expectations specific to the Reservations & Scheduling Program Area and our department/campus.
4. Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
5. Assist with coordinating facility scheduling and reservations for meetings, activities, and events between user groups (student, department, community), Campus Rec programming, and University Property Management (UPM).
6. Disseminate information about reserving facilities, including hours, usage, costs, and safety.
7. Conduct excellent customer service with all reservation requests.
8. Input and organize reservations utilizing Event Management System (EMS) software.
9. Help determine the compatibility of each reservation request in relation to building policies and procedures, and appropriate usage.
10. Assist in facilitating all communications regarding reservation details and charges (pre, during, post event) in a timely manner.
11. Collaborate with all other MWC Program Areas, as well as other departments and campus entities to maximize safe, efficient, and proper usage of facilities and equipment.
12. Seek feedback for improvement of the program from participants and staff, and implement changes that will result in a safe environment for all participants.
14. Provide a professional, welcoming, and inclusive environment for staff and participants.
15. Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
16. 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

1. Previous leadership, coordination or management experience is required.
2. Excellent customer service skills; Strong oral and written communication skills; Effective problem solving skills.
4. First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
5. Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
6. Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
7. Ability to work with student groups as well as faculty/staff and off-campus community groups.
8. Ability to complete tasks accurately and in a timely manner.
9. Demonstrated leadership skills including strong communication skills, and working in a team atmosphere.
10. Must be able to work independently without direct supervision on day to day tasks.
11. Employment may be dependent on passing a background check.
# Staff Availability Sheet

**NAME:** __________________________  **Semester/Year:** ____________

Please block off the times you are regularly NOT AVAILABLE TO WORK

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A fillable Scheduling Availability Sheet is available in MS Excel on the Campus Rec Employment page: [www.sfsu.edu/~reccore/employment.html](http://www.sfsu.edu/~reccore/employment.html) or you may print this out and submit it separately before the deadline.