

SF State Campus Recreation

Now Hiring

Student Manager for Reservations

\$12.00/hr., 5-10 hrs/wk

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: Sunday, November 13, 2016

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 at atcjensen@sfsu.edu.

Dean of Students - Common Application

- <https://orgsync.com/13745/forms/210403>



For more information about Campus Recreation:

www.sfsu.edu/~recsport

Campus Recreation Department
San Francisco State University

Position Description

Student Manager for Reservations

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. 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).
2. Disseminate information about reserving facilities, including hours, usage, costs, and safety.
3. Conduct excellent customer service with all reservation requests.
4. Input and organize reservations utilizing Event Management System (EMS) software.
5. Help determine the compatibility of each reservation request in relation to building policies and procedures, and appropriate usage.
6. Assist in facilitating all communications regarding reservation details and charges (pre, during, post event) in a timely manner.
7. Seek feedback for improvement of the program from participants and staff, and implement changes that will result in a safe environment for all participants.
8. Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of facilities and equipment (e.g., Informal Rec, Kinesiology, Athletics, University Police).
9. Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
10. Seek feedback for improvement of the program from participants and staff, and implement changes that will result in a safe environment for all participants.
11. Maintain standardized risk management best practices and emergency procedures for your program area.
12. Provide a professional, welcoming, and inclusive environment for staff and participants.
13. Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
14. 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. Excellent customer service skills; Strong oral and written communication skills; Effective problem solving skills.
2. Strongly preferred: Previous Campus Rec Building Supervisor experience.
3. Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
4. Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
5. Ability to work with student groups as well as faculty/staff and off-campus community groups.
6. Ability to complete tasks accurately and in a timely manner.
7. Demonstrated leadership skills including strong communication skills, and working in a team atmosphere.
8. Must be able to work independently without direct supervision on day to day tasks.
9. Must be available to work immediately during the Spring, Summer and Fall of 2017.
10. First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00am							
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
NOON							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
9:00pm							
10:00pm							
11:00pm							
Midnight							

A fillable Scheduling Availability Sheet is available in MS Excel on the Campus Rec Employment page:

www.sfsu.edu/~recsport/employment.html

or you may print this out and submit it separately before the deadline.