

JOB TITLE: Campus Recreation - Operations Assistant

SUPERVISING OFFICE: Campus Recreation

CONTACT PERSON: James Snead

CONTACT PERSON'S EMAIL: sneadje@longwood.edu

START DATE: Fall/Spring start date is the week before school begins. Summer/Winter start date is the week before the semester ends.

BRIEF DESCRIPTION: Assist with the upkeep and preventative maintenance of exercise equipment and facility repairs. Conducts inspections and evaluates maintenance needs in accordance with Campus Recreation's Preventative Maintenance Plan.

REQUIRED QUALIFICATIONS:

- Must be qualified for Federal Work Study
- Must maintain a cumulative 2.0 GPA
- CPR/AED/First Aid certification provided by Campus Recreation and required within 60 days of hire
- Familiar with gym equipment usage
- Knowledgeable on the use of hand and small power tools and all Campus Rec rules and policies
- Demonstrates strong communication skills and attention to details
- *Preferred:* 1 year of experience performing maintenance in a Fitness Facility or similar working environment

JOB RESPONSIBILITIES:

- Effective and clear communication with other Operations Assistants and supervisors
- Inspect quality of fitness equipment cleaning at each shift
- Report housekeeping and facility maintenance concerns at each shift
- Perform monthly inspections and preventative maintenance on exercise equipment and record results on departmental forms
- Perform monthly inspections of facility and report deficiencies to Facilities and/or Housekeeping
- Assist with special event preparation and setup
- Perform other duties as assigned

APPLICATION PROCESS:

- Go to <http://www.longwood.edu/recreation/student-employment-opportunities/>
- Open **Student Employment Application (pdf)**
- Fill out form, making sure the right position is listed
- Submit application to campusrec@longwood.edu or in person/by mail to:
Longwood University Campus Recreation
304 Health and Fitness Center
201 High St.
Farmville, VA 23909

SELECTION PROCESS

- Fall Applications due by 1st Wednesday in April.
- Spring Applications due by 1st Wednesday in November.
- May have seasonal work opportunities in Summer and Winter.
- To be considered for the time of year applying to, applicants should submit their application by the due date listed above, however Campus Recreation will accept all applications at any time and may reach out at any point in the year to applicants.