

Position Title: Student Assistant Coordinator Operations

Status: Student Part-time/ on-except

Location: Recreation and Wellness Center and University Commons - North State University Building

Reports To: Operations Coordinator Recreation and University Commons

Position Description

Within Recreation and Wellness University Commons (RAW) the Student Assistant Coordinator of Operations supports the Operations Coordinator in the vision development and the implementation of the various aspects related to day-to-day operation of the RAW University Commons. Additionally The Student Assistant Coordinator for Operations;

- Enables student professional development through the enhancement of the RAW 4-Principles of Leadership including professional communication teamwork and commitment to the better experience;

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the recruitment hiring scheduling and mentoring of RAW Operations leads.

2. Assist in the thorough training and on-boarding of new employees.
3. Provide back-up and support to the Operations Lead Team in areas of responsibility including but not limited to:

• Opening and closing Recreation and Wellness Center and University Commons.

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