

Wellness and Recreation Member Services (Federal Work Study)

Wellness & Recreation located in the Hollis Center is accepting applications for work study positions.

Position Description:

Reporting to the Assistant Director of Wellness & Recreation, the student will assist with daily operations of the Hollis Center including, but not limited to:

- Responsible for maintaining a customer-friendly environment, which includes greeting patrons, fielding phone calls, providing access to eligible students, faculty, and staff, and serving as a resource for patrons' questions
- Manage facility check in system, ensuring all participants have a completed liability waiver on file
- Manage signups and check-ins for Group Exercise classes
- Manage the facility's equipment rentals
- Responsible for sorting incoming mail
- Provide facility patrons information on all departmental programs
- Assist with planning, marketing, and management of the departments services and events
- Attend all assigned shifts, staff meetings, trainings, workshops, etc.
- Other duties as assigned

Requirements:

- Eligible for a work study position through Financial Aid
- Candidate should be energetic, organized, and possess strong interpersonal, communication, and teamwork skills
- Candidate should have a strong interest in personal wellness and/or fitness
- Experience with Word, Excel, and online research

Benefits:

- Paid monthly on an hourly basis (pay is determined by your financial aid eligibility and award)
- Opportunities to learn about personal and professional development
- Interact with employers
- Learn details about upcoming events and programs

APPLICATION PROCEDURES: Interested applicants should fill out the online application located [here](#) or send a resume and cover letter to wellnessandrec@stetson.edu.