Sun Devil Fitness Complex

ASU Job Title: SWIII
Position Title: Building Manager
Campus/Location: Campus: West
Job Family: Undergraduate Student
Department Name: Asuw SDFC
Full-Time/Part-Time: Part-Time
VP Code: Provost/West Campus
Scope of Search: Open
Grant Funded Position: This is not a grant funded position and is not contingent on future grant funding.
Salary Range: $ 9.25
Close Date:

Job Description:

Oversee all operations of the SDFC, open and close facility, count cash drawers and reconcile money on regular shift basis. Supervise all building activities and patrons of the Sun Devil Fitness Complex. Educate patrons of policies and enforcement of rules. Ensure that a safe and healthy environment is provided. Keep rooms locked or unlocked as the schedule dictates. Clean and pick up various areas of facility as directed by coordinator. Promote a positive and welcoming environment for all participants. Other duties as assigned.

Desired Qualifications:

- Current ASU student, enrolled in a minimum of six (6) credit hours and progressing towards a degree.
- Work with ASU for two semesters and Sun Devil Fitness for one semester.
- Excellent customer service skills are required for this patron-oriented position.
- Well-developed communication and interpersonal skills are also important.
- Current certifications: CPR and AED for the Professional Rescuer and Standard First Aid

Essential Duties:

- Supervise all building activities and patrons of the Sun Devil Fitness Complex.
- Provide excellent customer service by greeting patrons and guests with a friendly and helpful attitude
- Inspect and monitor the facility for safety, cleanliness, availability of cleaning solutions and towels.
- Educate patrons of policies and enforcement of rules. Be knowledgeable of Sun Devil Fitness programs and services in order to assist patrons.
- Effectively communicate with student staff regarding patron and facility issues, in a timely manner
- Provide assistance with the use of equipment when appropriate.
- Perform other duties as specified by the Professional Staff.
- Abide by all employee policies and procedures stated in the Sun Devil Fitness student employee manual.
- Follow emergency care procedures in the event of an injury or emergency situation.
- Attend mandatory monthly meetings, orientations, trainings, and staff development workshops.
Department Statement:

The department of Sun Devil Fitness is part of ASU’s Educational Outreach and Student Services (EOSS) Vice Presidential area. EOSS provides the ASU student community with support services, involvement opportunities and a rich Sun Devil experience to help them achieve their personal and academic goals. Members of the ASU community aspire to live the Sun Devil Way, resulting in a community that exemplifies achievement, engagement and responsibility.

ASU Statement:

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 70,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

Arizona State University is an Equal Opportunity/Affirmative Action employer.

Instructions to Apply:

Application deadline is 11:59PM Arizona time on the date indicated.

Resumes should clearly illustrate how prior knowledge and experience meet the minimum and desired qualifications stated in this requisition.

Only electronic applications are accepted.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.