

DEPARTMENT OF CAMPUS RECREATION

Student Facilities Manager

Position Description

Campus Life Classification: Level 4

QUALIFICATIONS

- Strong organization and intrapersonal skills, ability to work autonomously
 - Demonstrated excellent customer service skills
 - Demonstrated supervisor experience and knowledge of facility operations
 - Ability to coordinate and work with diverse populations of staff and customers.
 - Currently enrolled and in good academic standing with UW-Superior
 - Obtain CPR/AED/1st Aid Adult certified and BBP Level 2A certification
 - **Preferred 2 years experience with Campus Recreation Department
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RESPONSIBILITIES

- Coordinate facility needs, special layouts, and other needs as necessary for reserved groups and customers
 - Coordinate internal staffing of students, professional staff, custodians, etc.
 - Coordinate primary site managers for designated Special Events at Marcovich Wellness Center, Wessman Arena, and UW-Superior Athletic Fields
 - Assist with event management duties including spectator promotions and facility supervision as needed
 - Actively participate in or chair various campus committees relevant to the position
 - Assist professional staff with development and support of annual budget
 - Chair the Campus Recreation Advisory Council
 - All other duties as assigned by supervisor
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TIME COMMITMENT

- 20-40 hours/week. Will vary.
 - Must be flexible to work evenings and weekends.
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COMPENSATION

- Commensurate with experience
 - On Campus Housing available (optional)
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REPORTS TO

- Primary: Assistant Director of Campus Recreation – Programs
 - Secondary: Campus Recreation University Services Program Associate
 - Can take direction from any Campus Recreation Professional Staff Member
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QUESTIONS AND SELECTION INFORMATION

- For questions regarding the selection of the Campus Recreation Intern for Facilities, please contact Krisi Patterson at (715) 395-4611 or kpatter1@uwsuper.edu