



TEAM BUILDING ASSISTANT

Job Summary and Employee Expectations

- Assist the Assistant Director of Wellbeing with on-site event setup, facilitation, and tear down
- Provide highest levels of customer service
- Must possess great communication skills – phone, email and in person
- High energy, positive and inclusive
- Ability to anticipate and fill needs for participants
- Team oriented – collaborative
- Fun!



Job Responsibilities

- Consistently uphold all Campus Recreation department policies and procedures for participants and maintain employee expectations
- Attend all staff trainings, meetings, in-services, and shifts as scheduled
- Maintain up-to-date availability on employee scheduling software
- Respond to emergencies and assist other staff in implementing the emergency action plan
- Demonstrate commitment to excellence, service, and professional appearance standards
- Strive to obtain personal, professional, and departmental goals
- Check e-mail, GroupMe, etc. daily for departmental and staff updates and respond in a timely manner
- Complete semester evaluations and staff quizzes and/or surveys
- Other duties as assigned