

**Position Title:** Student Assistant Coordinator for Operations

**Status:** Student Part-time/ on-except

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

**Reports To:** Operations Coordinator for Recreation and University Commons

## Position Description

Within Recreation and Wellness University Commons (RAW) the Student Assistant Coordinator for 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 in 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 monitoring of RAW Operations needs.

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

• Open and close Recreation and Wellness Center and University Commons.

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