

Job Title

Assistant Manager on Duty, UConn Recreation

Basic Function

Under the general supervision of the Associate Director of Operations and Facilities, assists in directing the daily operations of the Student Recreation Center. Provide leadership and direct supervision of student personnel within the Facilities and Operations departmental area. Implement departmental policy, procedure, maintenance services, risk management and assessment in the execution of duties; ensuring the highest quality of customer service and safety for the UConn community. Weekend and evening work is required to meet the needs of the position.

Duties and Responsibilities

1. On-the-floor, active management of student employees, patrons and facility.
2. Supervise student employees in the performance of their daily responsibilities
3. Promote and maintain high quality performance standards for facility operations student personnel
4. Serve as Assistant Manager on Duty ensuring facility policies, maintenance, safety and customer service needs are met
5. Implement risk management policy and procedure for all facility activities
6. Provide timely and accurate incident, accident and risk management reporting
7. Develop and expand professional knowledge of facility and maintenance operations in order to ensure quality and meet the needs of students, faculty, staff, community members, and guests
8. Additional duties as requested by supervisor or departmental leadership

Minimum Qualifications

1. Bachelor's degree or equivalent experience
2. Excellent interpersonal, organizational, written and verbal communication skills
3. Current Adult CPR/AED certification or ability to obtain within 60 days of hire

Position Specifications

This is a 6-month (possibly 1-year), 35-40 hours per week position with a salary of \$25 per hour. The position requires early morning, evening, and weekend work and does not carry benefits.

Application Procedure

Candidates must submit resume to: jennifer.brodie@uconn.edu. Screening of applicants will begin immediately.

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