SRC STUDENT MANAGER ON DUTY

PURPOSE
The SRC Student Manager on Duty (MOD) reports to the SRC Director. He/she serves as the point of contact for all decisions in the absence of full time staff members. Additionally, he/she supports all student staff areas and assists the program/service area student manager in providing supervision to all staff members. The 3 - 4 MOD’s also serve on the Leadership Team to contribute to policy decisions, staff training and development, participant education, safety awareness and response, program assessment, and program promotion.

SUPERVISORY DUTIES AND RESPONSIBILITIES
- Responsible for all decisions related to SRC programs, facilities, services, events, student staff, and participants during weekday nights and weekends.
- Provide support and assist in the day-to-day management and oversight of all program/service areas.
- Assist the program/service student managers to supervise the conduct and daily performance of student staff areas.
- Educate student staff and participants and enforce all policies and procedures.
- Serve as the on-site resource to all student staff members.
- Assist in the orientation and training, performance feedback, motivation, and discipline to student employees.
- Assist in the recruitment and selection of quality student employees who represent the campus demographics.
- Be knowledgeable of all staff duties and be able to perform the duties outlined in the job descriptions for all program/service areas.
- Coordinate SRC safety awareness and education.
- Assist in assessment projects.
- Assist in tracking student employee certifications, orientation requirements, safety trainings, personal development trainings, etc.

PROGRAMMATIC DUTIES AND RESPONSIBILITIES
- Assume authority and responsibility for all aspects of SRC facilities, programs, services, and student staff in the absence of full time staff members.
- Assist in the development and implementation of systems and procedures to ensure employee and participant safety in all facilities, programs and services.
- Assist in the creation, distribution, and compilation of assessment instruments to determine effectiveness and participant satisfaction.
- Participate in strategic planning for both short and long term projects related to SRC facilities, programs, and services.
- Respond to participant issues and provide positive public relations and service.
- Respond appropriately and as needed to all injuries, emergencies, and evacuations.
- Contact University Police when necessary due to problems that cannot be resolved with on-site personnel.
- Regularly communicate scheduling concerns, facility issues, events, results, accomplishments, etc. to student staff members and Leadership Team.
- Communicate maintenance, custodial, or security issues to appropriate SRC or campus personnel.
- Develop manuals for systems, procedures, policies, and staff training.
- Provide outreach support to various student groups to promote the program and solicit feedback.
- Prepare quarterly and annual reports, collect data, research solutions, and maintain files.
- Research current trends in collegiate recreation and fitness as needed.
ADMINISTRATIVE SUPPORT DUTIES AND RESPONSIBILITIES
- Provide support to the Director and Coordinators on specific projects as needed and assigned.
- Represent the SRC and CSUB in a professional manner and act as an SRC ambassador at all times with an extensive knowledge of the facilities, programs and services.
- Serve as a role model to other student staff and participants.
- Attend and contribute to all mandatory staff meetings, workshops, and retreats.
- Provide a friendly, inclusive, service-oriented environment for all staff and participants.
- Demonstrate awareness of, and appreciation for, individual uniqueness and diversity.
- Maintain a positive relationship with staff and co-workers.
- Demonstrate commitment to student development and leadership.
- Maintain high standards and achieve high expectations.
- Maintain prompt hours and follow absence procedures.

QUALIFICATIONS
- Currently enrolled CSUB student with at least 8 undergraduate units and a minimum G.P.A. of 2.0, or graduate student with at least 4 graduate units and a minimum G.P.A. of 3.0.
- Graduate student preferred.
- Previous supervisory, administrative, or leadership experience required; preferably in a sport or fitness environment.
- Experience in facility management/security and experience with safety and risk management preferred.
- Experience in recreation programming, event planning, or assessment methods preferred.
- Certification in CPR, AED, and First Aid from either the American Red Cross or the American Heart Association within 30 days of hire. American Red Cross Instructor Certification preferred.
- Ability to work primarily weeknights (5:00 – 11:00 pm) and weekends.
- Ability to work collaboratively with others or independently as the situation requires.
- Ability to take thoughtful risks, explore new ideas, be flexible, and adapt to change.
- Excellent organizational, planning, multi-tasking, and problem-solving skills.
- Genuine interest in a variety of individuals and commitment to providing quality service to diverse populations.
- Excellent oral and written communication skills.
- Knowledge of Windows based computer systems.
- Employment is contingent upon satisfactory completion of a fingerprint check and may include a credit check.

CLASSIFICATION AND COMPENSATION
Student Assistant III - $15.00 per hour. Maximum 20 hours per week. Regular work week consists of 12-18 hours.

APPLICATION PROCESS AND DEADLINE
Applications can be found at the Student Recreation Center Welcome Desk, or online at http://www.csub.edu/reccenter/employment.shtml. Included in the application is the "Tips for Applicants" sheet that will help prepare candidates for the selection process.

Completed applications are due on Friday, April 26, 2013 by 5:00 p.m. to the Student Recreation Center Welcome Desk.