



Campus Recreation

STATE UNIVERSITY OF NEW YORK AT OSWEGO

Student Employee Job Description

Position: Facility Attendant – Lee Hall/Swetman Gym

Principle Function: The Facility Attendant monitors access Lee Hall and Swetman Gym and provides customer service to the users of those facilities.

Job Duties and Responsibilities:

- Greet and check in all recreation participants.
- Monitor all activities within the Lee Hall and Swetman gym.
- Check in/out sport equipment.
- Enforce all designated departmental policies and procedures in a consistent manner.
- Set up and take down all equipment as needed during a shift.
- Provide a welcoming environment for all participants.
- Report and attend to emergency situations within the facilities.
- Complete assigned documentation.
- Attend all staff meetings and trainings.
- Communicate regularly with departmental leadership and provide additional assistance when requested.

Qualifications:

- Must be a current SUNY Oswego student at time of employment.
- Must possess strong interpersonal and customer service skills.
- Must be respectable, responsible, and dependable.
- Possess a CPR/AED certification (will be offered through Campus Recreation during employment).

Terms of Employment

- The academic year constitutes a term of employment.
- The rate of pay is minimum wage.
- Employees are required to arrive to campus a few days before the start of the semester for staff training each semester.
- Employees may be required to work at both facilities, on weekends and/or late evenings.
- Feedback will be ongoing. If a situation arises that needs attention it will be addressed promptly and a timeline for desired change will be established. In addition, employees will receive a midyear formal evaluation.
- Failure to meet the responsibilities of the position as stated in the operations manual may be grounds for personnel action (i.e., written warning, employment probation or termination).