

The University of Tennessee RecSports Department

RecSports Receptionist Position Announcement

RecSports Receptionist

RecSports is seeking enthusiastic, motivated students to join our staff. By working with the Aquatics and Facility programs, students will gain valuable experience in customer service, public relations, risk management, and more. Interested individuals are encouraged to apply at the following link:

<https://recsports.utk.edu/about/employment/online-student-assistant-employment-application/>

Recsports Receptionists are located at these locations:

TRECS
Administration Offices

Student Aquatic Center
Front Desk
Outdoor Pool Gate

Duties include but are not limited to:

- Greet patrons entering the facility and ensure all participants present a valid VolCard upon entry
- Answer phones and participant questions, providing a high level of customer service
- Creating and managing RecSports memberships
- Operate the Point of Sale system in order to checkout equipment and sell guest services to eligible participants

Qualifications:

- Be able to work a minimum of 6 hours per week
- Be able to attend annual and other required trainings
- Previous customer experience preferred, but not required

Pay Rate: \$7.25/hour

Our hiring process traditionally takes place at the end of each semester. Estimated timelines are below:

- Hiring for the Summer and Fall semesters takes place in April/May
- Hiring for the Spring semester takes place in November/December
- Mid-semester hiring occurs as needed
 - Interested individuals are encouraged to apply as early as possible

Please contact Courtney Winger at cwining2@utk.edu for more information.