

# RecSports Department

## RecSports Office Assistant for Memberships

RecSports strives to engage and develop all Vols for a better future by delivering recreational experiences that enhance the growth and wellbeing of our students and community. Student employment is the foundation of this mission which is why RecSports is the second largest on-campus employer. We're looking for students who want to maximize their professional experience while serving the University of Tennessee campus community.

### **RecSports Departmental Responsibilities:**

- Uphold and exceed the expectations of the RecSports mission and vision.
- Provide exceptional service to participants and guests.
- Enforce RecSports policies and procedures to promote a safe and inclusive environment.
- Communicate professionally with participants, coworkers, and supervisors.
- Demonstrate a desire to be a productive and contributing team member to your program and department.

### **Job Responsibilities include, but not limited to:**

- Actively greet and direct patrons upon admin. office entry
- Answer phones and participant questions, providing a high level of customer service
- Operate the Point of sale system in order to checkout and sell memberships to eligible participants
- Be familiar with RecSports policies and relay those policies to patrons and their guests
- Assist in other administrative duties as assigned

### **Job Location:**

- TRECS Administrative Office

### **Qualifications:**

- Must be 18 years of age at time of hire to be eligible to work
- Must be willing to work Mondays and/or Fridays between 8am - 5pm

**Pay Rate:** \$9.50/hour

Interested applicants should complete the [RecSports Student Employment Interest Form](#). Please be prepared to upload a current class schedule and an optional resume.

For more information, please contact Eric Harrell at [eharrel6@utk.edu](mailto:eharrel6@utk.edu)

