

### Student Staff Experience - Student Payroll Assistant

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. 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 productive and contributing team member to your program and department.

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

- Assist in hiring and onboarding new student employees
- Verify and approve student employee timecards in Kronos
- Maintain and update student employee electronic records
- Resolve payroll and timekeeping discrepancies
- Additional duties as assigned

#### **Job Location:**

- Tennessee Recreation Center for Students (TRECS)

#### **Qualifications:**

- Must be 18 years of age at time of hire to be eligible to work
- Must be available to work during the hours of Monday-Friday 8:30 a.m.- 5 p.m.
- 10-15 hours per week preferred

**Pay Rate:** \$12.00/ hour

#### **NACE Competencies:**

##### **Professionalism:**

- Demonstrated through punctuality, reliability, accuracy of records, and adherence to payroll procedures.

##### **Technology:**

- Developed using Kronos, Microsoft, and other electronic management systems.

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 Kira Suttles, [ksuttles@utk.edu](mailto:ksuttles@utk.edu)