

## Informal Student Coordinator

RecSports strives to provide & engage our students & community with holistic recreational experiences that cultivate wellness and the Volunteer Spirit through programs, facilities, services, & employment. Student employment is the foundation of this mission which is why RecSports is the second largest on-campus employer of students. 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:**

- Assist with student staff training, development initiatives, supervision, and evaluations.
- Take a lead role or assist in the planning and coordination of special events.
- Support the development and scheduling of trainings and program offerings.
- Perform administrative tasks during scheduled office hours, ensuring accuracy and timeliness.
- Engage in routine systems/software checks to maintain operational efficiency.
- Provide effective communication to active patrons and deliver additional customer service support as needed.
- Uphold and embody professional expectations, including appropriate dress, punctuality, and representation of the program.

### **Job Location:**

- TRECS and HPER

### **Qualifications:**

- Must be 18 years of age at the time of hire to be eligible to work.
- Proficiency in Microsoft Teams
- Demonstrated experience in quality customer service
- Available for a minimum of 10 hours per week during the semester.

**Pay Rate:** Starting rate of \$13.00/hour

### **NACE Competencies:**

Professionalism:

· Professionalism is demonstrated through punctuality, reliability, adherence to standards (like American Red Cross curriculum), and handling participants with respect.

Teamwork:

· Success in this role depends on being able to rely on and communicate with others to uphold departmental responsibilities and manage group dynamics.

Communication:

- Communicate in a clear and organized manner so that others can effectively understand.

Interested applicants should complete the [RecSports Student Coordinator Interest Form](#). Please be prepared to upload a current class schedule, resume, and a cover letter.

For more information, please contact Jamaal Hundley, [jhundle7@utk.edu](mailto:jhundle7@utk.edu)