



CENTRAL MICHIGAN UNIVERSITY

Student Position Announcement Central Michigan University University Recreation

Mission

The mission of University Recreation (UREC) is to provide outstanding recreation, leisure and wellness programs, services and facilities for students, faculty and staff of Central Michigan University (CMU) and other members and guests. The staff is dedicated to providing these experiences in a safe environment that promotes healthy lifestyles, values diversity, and contributes to co-curricular learning and leadership opportunities through effective utilization of resources.

Our staff members are the source of our strength and the key to the successful fulfillment of our mission.

**Not just a
job ...
it's an
experience!**

www.sac.cmich.edu

Position

Program Coordinator –Facility Operations

Responsibilities

Position Overview: To assist the University Recreation Facilities Team with the daily management of the Student Activity Center, Rose Complex and Events Center

Major Duties: To maintain accurate facility operation records such as injury reports, daily counts and participation statistics; assist with up-keep of facility daily logistics, responsible for printing facility daily room cards, assist with end of the year facility annual reports. Serve as facility manager in absence of professional staff.

Qualifications

CMU student (undergraduate or graduate), preferably a student staff member who is currently employed with University Recreation
Prior experience with computer software programs (Microsoft Word, Excel and Google Drive) and devices. Previous office experience- preferred

Certifications Requirement

Current Adult, Child and Infant CPR-PR. Right to know.

To Apply

Interested and qualified individuals should complete an on-line **employment application and submit a résumé**: Please direct any questions to the Assistant Director of Student Personnel (989) 774-3686, email urechr@cmich.edu