

University of Southern Indiana
Recreation, Fitness, and Wellness Department

TITLE: Welcome Greeter

Job Description:

Check and swipe Eagle Access cards, answer phones, check in and check out equipment, make appointments for fitness consultations/intramural events, sign participants up for programming, wash and fold towels, and inform participants of facility features and policies.

Specific Duties:

1. Check and swipe Eagle Access Cards.
2. Answer phones and take messages.
3. Check-in and check-out equipment.
4. Make appointments for fitness consultations.
5. Register participants for RFW programs.
6. Wash and fold towels.
7. Clean counter
8. Inform participants of facility amenities, programs, and policies.
9. Promote participation in our activities through positive attitude and behavior and assist in promoting good public relations by being courteous, friendly, and informative.
10. Attend all monthly staff meetings and check your mailbox and e-mail on a regular basis.
11. Complete other duties as assigned.

Time Commitment and Pay:

Hours range from 5:45 am – 11:00 pm. Working some evenings, weekends, holidays, and breaks are required. Schedules are flexible to meet class schedules. Starting pay: \$7.25.

Requirements:

To be considered for this position, students must be friendly, have good customer service skills, be able to multi-task, and display a positive image to those using the facility. 2.5 semester and cumulative GPA.

Who Should Apply:

This position provides numerous opportunities to gain skills that are beneficial in a variety of professions. Students from all majors are encouraged to apply.

Additional Information:

Stephanie Walden-Schwake
Assistant Director - Recreation, Fitness and Wellness
812-461-5269
schwake@usi.edu

