

Operations Assistant (Student Activities Center)

The position of Operations Assistant is a customer service-focused role, requiring the individual to provide all patrons that use the facility with the best possible experience. Whether the employee will be giving information to a prospective student regarding campus life or unlocking spaces in the facility, Operations Assistants serve to enhance the experience of any client or building occupant.

Job Qualifications

Required

- Currently enrolled as a UCLA Student
- Complete a background check

Preferred

- Work study eligible
- Comfortable learning new software systems
- Demonstrate excellent oral and written communication skills
- Be familiar with all departmental policies, procedures, and patron expectations and be able to communicate these to patrons clearly and concisely
- Familiarity with SAC specifically and the student resources within the space as well as Recreation spaces

Job Expectations

- Providing information for patrons and tourists about recreational facilities, student programs, and general campus directions
- Collaborating with a variety of organizations and programs to facilitate room and facility space reservations
- Monitor access for patrons utilizing the facility space for recreational activity or other events in the basketball gym, pool, as well as other spaces
- Working directly with facility managers and operation supervisors to support building maintenance and larger construction projects
- Assisting the supervisor on shift with Emergency Situations including CPR/AED and First Aid



- Assist with events including but not limited to student group events, professional club practices for both Basketball and Soccer as well as other department wide events

Pay Rate

- \$17.30 per hour

Contact:

For an application or questions, please contact Beth Bowman, bbowman@recreation.ucla.edu.

