

**BGSU Recreation and Wellness
Student Employment Position Description**

Job Title: SRC Wellness Connection Attendant

A. Main Purpose of the job: Provide customer service to all Wellness Connection patrons and guests; general knowledge of Wellness Connection and SRC rules, regulations and policies, and promote the mission of Recreation and Wellness in spirit and in action.

B. Primary responsibilities or key duties of the job (tasks performed regularly):

1. Provide excellent customer service.
2. Perform general office duties: photocopying, faxing, answering telephone, etc.
3. Operate various computer applications (Word, Excel, SPSS).
4. Maintain positive relations and rapport with Wellness Connection and SRC patrons.
5. Run errands.
6. Maintain confidentiality of Wellness Connection patrons.

C. Additional duties (tasks performed occasionally):

1. Make phone calls to patrons.
2. Problem solver.

D. Basic Qualifications:

1. Accurate computer skills, ability to add, subtract, and multiply.
2. Certified in CPR, First Aid, AED.
3. Complete Preventing Sexual Harassment and Bloodborne Pathogens training.
4. Ability to work with office/computer equipment.
5. Ability to communicate (verbal and written).
6. Handle situations with ease.

E. Additional Information:

1. Maintain a 2.0 GPA.