Student Activity and Academic Center (SAAC)
Facility Attendant

Job Description
The Facility Attendant performs a variety of duties that assist in the overall operation of the SAAC. This position’s function is crucial to the day-to-day operations of the SAAC and will offer valuable skills in communication, conflict resolution, leadership abilities and organization.

Facility Attendants will work approximately 6-10 hours per week. Facility Attendant’s schedules will function within building hours, which vary based on time of year. In addition, Facility Attendants will be asked periodically to arrive before or stay after regular scheduled building hours for sporting and external events.

Responsibilities include, but are not limited to:

Customer Service
- Maintain a safe, enjoyable, and professional environment while enforcing all SAAC membership policies.
- Provide accurate information to all patrons.
- Act as a communication liaison between SAAC members and SAAC professional staff.
- Field all phone calls to assist patrons.
- Assist with office sales, including memberships, lockers, personal training packages and guest passes.

Building Management and Policy
- Serve as first responder to all building emergencies and contact appropriate agencies to assist.
- Maintain security of the building including, but not limited to, the card access entrance and all points of access.
- Follow lost and found procedures.
- Complete other duties as assigned by professional staff.

Equipment Checkout
- Oversee and maintain all recreational equipment.
- Follow all equipment checkout procedures using Fusion software.
- Report any equipment that in not returned to professional staff or Facility Supervisor.
**Qualifications:**
- Must be an Emory student in good academic standing and maintain a minimum 2.5 GPA.
- Must be able to commit to the academic year for dates of employment.
- Must possess a current, valid BLS CPR training certificate. If you don’t currently possess this, Emory will arrange classes throughout the academic year.
- Must be able to demonstrate attributes of both a team player and a leader.
- Must possess an excellent customer service.
- Must be able to serve as a resource and a positive representative of Emory University.
- Must have served as facility assistant for at least one semester.
- Demonstrate strong verbally and written communication skills.

**Other Requirements:**
- Attend mandatory staff meetings to discuss upcoming events, news, and concerns.
- Attendance at training events is mandatory unless your absence is approved in advance by professional staff.
- A minimum of two shifts per week plus a weekend shift is required.

**Remuneration:**
- A rate of $9 per hour (before federal and state taxes).

**For additional information please contact:**

SAAC  
Phone: (404) 712-2430  
Email: recwell@emory.edu

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