



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
UNIVERSITY
STUDENT UNION

5154 State University Dr.
Los Angeles, CA 90032

Phone:
323.343.2450

Fax:
323.343.5101

Website:
www.calstatela.edu/usu

Office Hours:
Monday-Friday
8:00a.m.-5:00p.m.

The University-Student Union is an Affirmative Action/Equal Opportunity Employer. Applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, military and veteran status, or other status protected by state or federal regulation within the limits imposed by law.

In order to be eligible for employment with the University-Student Union, a student assistant must be officially admitted to the University and must have at least a 2.0 G.P.A.

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

STUDENT ASSISTANT JOB OPPORTUNITY

Xtreme Fitness Membership Attendant

Work Schedule: Up to 20 hours per week, to be arranged by the Fitness Coordinator, contingent upon operational need, academic scheduling, etc.

Training Period: Two months, with possibility of extension.

General Statement:

Under the direction of the Fitness Coordinator, the Xtreme Fitness Floor Supervisor is responsible for providing a safe, enjoyable, service- oriented environment for members at all time

Specific Duties and Responsibilities:

- Provides exemplary customer service to Xtreme Fitness members.
- Represent Xtreme Fitness in a professional manner with an extensive knowledge of Xtreme Fitness programs, policies and procedures.
- Ensure safe and responsible operation of Xtreme Fitness facilities at all times.
- Serve as a role model for other Xtreme Fitness student staff.
- Supervise facilities to ensure that activities are being conducted safely and appropriately.
- Educate participants and student staff, and enforce all policies and procedures.
- Open, close, and secure Xtreme Fitness facilities at prescribed times and check for safety and maintenance concerns.
- Respond to all injuries and assist in immediate first aid and proper emergency procedures.
- Compile daily user statistics, student staff, and facility reports, and document all injuries and incidents.
- Proactively maintain a clean and safe exercise environment.
- Assist with sanitation and preventative maintenance of weight equipment.
- Perform custodial duties such as sweeping, vacuuming, and cleaning services.
- Assist Membership Attendant's as needed.
- Performs other duties as assigned.

Required Qualifications:

- American Red Cross CPR and First Aid Certification required.
- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff.
- Willingness to be enthusiastic and provide a friendly, upbeat customer service oriented environment at all times..
- Ability to make decisions based on established policies and procedures.
- Broad knowledge of Fitness and Wellness Programs.
- Display knowledge of fitness standards and risk management policies and Procedures.
- Ability to provide exemplary customer service.
- Experience working in a hands-on customer service environment preferred.

Closing Date: Review of applications will begin on **May 17, 2019** and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may print an application from our website: www.calstatela.org/usu/employment or visit our office in the University-Student Union room 306. A completed application is required.