STUDENT ASSISTANT JOB OPPORTUNITY
Xtreme Fitness Membership Attendant

Hourly Rate: $12.00 per hour; non-exempt classification
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:
The Extreme Fitness Membership Attendant assists with the effective operation of Extreme Fitness.

Specific Duties and Responsibilities:
- Provides exemplary customer service to the University community
- Receives and screens a high volume of telephone and walk-in inquiries
- Handles cash payments, cash drops, and responsible for accurate cash control
- Enter member information in database
- Register members for Extreme Fitness classes
- Provide information to members about programs, policies and procedures
- Performs other duties as assigned.

Required Qualifications:
- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff
- Willingness to be enthusiastic and provide exemplary customer service
- Proven interpersonal communication and demonstrate effective organizational skills
- Ability to answer multi line phones
- Ability to handle a high volume of walk-in customers
- Experience working in a hands-on customer service environment preferred
- American Red Cross APR and First Aid Certification preferred

Closing Date: Review of applications will begin on January 16 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.

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.