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08-Oct-2024

Facility Coordinator (FWS Eligible)

Student Worker III

105197BR

Job Description

Being a part of Wellness at ASU as an Facility Coordinator means uniquely engaging in our mission of building an ASU student community that embraces physical, mental, spiritual, and social well-being of self and others as a hallmark of the Sun Devil Experience. We do this through the Sun Devil Way, exemplifying achievement, engagement and responsibility.

In the process, you will also gain vital experiences that will help you live a healthier life and develop your professional portfolio by enhancing your communication, critical thinking, and leadership skills. Our goal is to serve as a support that enriches your academic, personal, and career success.

As an integral part of Wellness at ASU, the Facility Coordinator is the connection between the facility and those who use it for special purposes. We do this by catering to our internal departments' needs as well as student organizations, university departments, and the community to provide a safe, inclusive, and convenient environment for hosting events.

As a Facility Coordinator, you will provide supervision of events at the Sun Devil Fitness Complex (SDFC) as well as other SDFC facilities, assist in the set-up and clean-up of events, and serve as the primary point of contact for event host(s).

Student Recruitment Type

Student Hire Hourly

Department Name

SDFC-T Facility Management

VP Code

EDUC OUTRCH & STDT SVCS

Campus/Location

Campus: Tempe

Full-Time/Part-Time

Part-Time

Scope of Search

Open



Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Salary Range

\$16.00 per hour

Close Date

11-October-2024 is the initial close date; applications will continue to be accepted and reviewed every week until the search is closed.

Essential Duties

- Assist in the hiring, training and evaluation of Sun Devil Fitness Facilities student employees
- Serve as point of contact for various events, vendors, or program areas
- Provide mentorship for student employees
- Schedule and manage Sun Devil Fitness student employee meetings
- Perform safety and use audits of the informal recreation equipment
- Works well with “teammates” and other Sun Devil Fitness staff
- Follow emergency care procedures in the event of an injury or emergency
- Provide excellent customer service at all times

Minimum Qualifications

A significant amount of specialized training or experience is required.

Desired Qualifications

- Current ASU student enrolled in at least one credit hour.
- Attain and maintain all ASU SDFC training required: American Red Cross CPR for the Professional Rescuer/AED and Standard First Aid certifications (offered through Sun Devil Fitness once employed)
- Ability to work in a teamwork-oriented environment.
- Observant, safety conscious, and able to react calmly and quickly in case of an emergency.
- Ability to communicate effectively, possesses mature judgment, and sound decision-making
- Ability to set-up, operate and troubleshoot audio-visual equipment, as well as direct student staff in setting equipment according to diagrams.
- Possess excellent interpersonal communication, relational and customer service skills.
- Be positive and enthusiastic.
- Have experiences in conflict management and group facilitation.



Working Environment

- Must be able to perform work both indoors and outdoors in all weather conditions for extended periods.
- Work in fast-paced customer service oriented setting.
- Must be able to stand, sit, and occasionally run for extended periods.
- In addition to walking, the employee may occasionally run, stoop, kneel, crouch, or crawl.
- Ability to adhere to deadlines.
- Must be flexible, adaptable, and readily able to adjust to changes in work environment.
- The employee must frequently move 10 pounds and lift up to 50 pounds unassisted.

ASU Statement


Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit <https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/az-resources>. 

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Fingerprint Check Statement

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

IMPORTANT NOTE: What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.

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