

Operations Assistant (Student Activities Center)

The position of Operations Assistant is a customer service-focused role, requiring the individual to provide all patrons that use the facility with the best possible experience. Whether the employee will be giving information to a prospective student regarding campus life or unlocking spaces in the facility, Operations Assistants serve to enhance the experience of any client or building occupant.

Job Qualifications

Required

- Currently enrolled as a UCLA Student
- Complete a background check

Preferred

- Work Study eligible
- Comfortable learning new software systems
- Demonstrate excellent oral and written communication skills
- Be familiar with all departmental policies, procedures, and patron expectations and be able to communicate these to patrons clearly and concisely
- Familiarity with SAC specifically and the student resources within the space as well as the Recreation spaces

Job Expectations

- Providing information for patrons and tourists about recreational facilities, student programs, and general campus directions
- Collaborating with a variety of organizations and programs to facilitate room and facility space reservations
- Monitor access for patrons utilizing the facility space for recreational activity or other events in the basketball gym, pool, as well as other spaces
- Working directly with facility managers and operation supervisors to support building maintenance and larger construction projects
- Assisting the supervisor on shift with Emergency Situations including CPR/AED and First Aid
- Assist with events including but not limited to student group events, professional club practices for both Basketball and Soccer as well as other department wide events

Pay Rate 14.25 per hour with room for promotion

Apply and Contact:

To apply, please complete the application found on the [UCLA Handshake website](#).

Please direct any questions about this position to **Beth Bowman** at bbowman@recreation.ucla.edu

