

Position: Alfond Recreation Center Assistant (Student)

Supervisor: Alfond Recreation Center Director

Pay Rate: Contract - $14.15/hour

Schedule: up to 20 hours week

Interested candidates should email Stephen Wing at swing@mainecc.edu for a link to the position application.

QUALIFICATIONS/SKILLS

* Working knowledge of WORD and EXCEL an ability to create documents, save and print documents. Comfortable with OUTLOOK. Willingness to learn additional computer software packages
* General Office tasks to include photocopying and scanning
* An open minded, enthusiastic, customer service attitude
* Ability to work, take initiative, and make decisions independently
* Punctuality, dependability, and excellent written and oral communication skills
* Ability to work up to 20 hours a week, Monday through Friday between the hours of 8AM and 8PM with the possibility of occasional weekends and evenings.

RESPONSIBILITIES:

The Alfond Recreation Center Assistant will work with the Office of Student Life to plan and implement activities in the Alfond Recreation Center. This position will assist students, faculty, staff and guests of the college with checking into the Recreation Center. Checking out equipment for use, keeping the fitness room and other facilities clean and general supervision of the Alfond Recreation Center is also included in this job.