

TITLE: <u>Fitness Center Specialist</u>	SALARY SCHEDULE: <u>SA</u>	CLASS CODE: <u>SA476</u>
UNION: <u>Staff Association- Local 2071, U.A.W.</u>	SALARY GRADE: <u>10</u>	EEO CODE: <u>40</u>
JOB GROUP: <u>Secretary I-C*</u>	FLSA: <u>Non Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Provide membership services and administrative support for the Mort Harris Recreation and Fitness Center. Supervise a large group of student assistants to provide efficient front desk operations and quality customer service.

ESSENTIAL JOB FUNCTIONS

Administer the Mort Harris Recreation and Fitness Center (MHRFC) membership program. Meet with prospective members to explain programs, memberships and payment options; process applications; conduct orientation; set up payroll deductions and recommend group membership rates for internal and external customers.

Hire, train, evaluate and terminate student assistants working the front desk operations. Create schedules to ensure desk coverage and develop and implement procedures for the processing of passes, sales, rentals etc.

Perform accounting functions. Monitor accounts and make adjustments to ensure funds are available through year end; reconcile daily deposits and provide monthly tax reports to General Accounting. Process, track and monitor IRBs, purchase requisitions and purchase orders.

Prepare reports to provide account status, reconcile payroll deductions, track memberships and ensure accuracy of transactions.

Update MHRFC financial, human resource, payroll and purchasing policy and procedures to ensure compliance with University policy and procedures. Attend all university training sessions related to new or revised University policy and procedures.

Process EPAF transactions for student assistants, technicians and graduate assistants. Collect, review and approve all employee timecards..

Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is designed to perform membership services as well as the processing of financial, human resource and purchasing transactions for the Mort Harris Recreation and Fitness Center. Incumbents are required to possess human relations skills that include understanding, influencing and/or serving customers. Incumbents should possess a detailed understanding of payroll, human resource and purchasing functions. This position reports to and receives work direction from the Associate Director, Athletics.

MINIMUM QUALIFICATIONS

High school graduate or equivalent combination of education and/or experience.

Extensive experience with payroll, purchasing and human resource procedures.

Previous bookkeeping experience.

Strong customer service skills and previous customer service experience.

Experience supervising part time support staff.

Strong oral and written communication skills.

Strong organizational skills and a keen attention to detail.

Experience with Microsoft Office Suite.

Knowledge of University policy and procedures preferred.

Knowledge of University financial and human resource systems preferred.