Wellness Zone Attendant Description

Purpose
This position is responsible for completing administrative duties in the Student Wellness Zone. Wellness Zone Attendants are trained students who work the front desk of the Student Wellness Zone to provide positive experiences to those who utilize this area. The Wellness Zone Attendant is responsible for standard office and receptionist duties including filing, data entry, scheduling appointments, cash handling, cleaning and organizing the office space.

Minimum Requirements
- Currently enrolled student of University of Nevada Las Vegas
- Customer Service Experience
- Ability to use various computer software such as Microsoft Word, Excel, etc.
- Must be CPR/AED certified within the first 30 days of employment

Preferred Qualifications
- Ability to work independently

Duties and Responsibilities include, but are not limited to:
- Staff the Wellness Zone desk, serve as a resource for students, staff/faculty, and members while conducting various administrative duties
- Provide and perform fitness testing services to walk-in customers including, BMI readings, body fat percentage, height and weight, etc. while working at the desk
- Track walk-in customers and maintain records while working at the Wellness Desk
- Utilize When to Work to communicate work availability to supervisors and co-workers
- Effectively use time-management skills for all shifts and essential functions
- Conduct and perform Fitness Assessments
- Arrive promptly for shifts, dressed in provided uniforms, presenting a professional appearance and enthusiastic attitude
- Attend all mandatory in-services and trainings
- Follow procedures set for in the employee handbook, as well as all departmental and university policies

Criteria for Success
- Ability to display a positive attitude for all patrons and CRS staff.
- Ability to prioritize tasks, manage time and balance professional and personal commitments.
- Ability to follow policies and procedure, arrive prepared and on time for work and consistently demonstrate service excellence.
- Ability to work with others and collaborate.
- Ability to be effective in oral and written communication.
- Ability to understand and appreciate human differences including race, ethnicity, ability, religion, age, class, educational level, size appearance. Language and marital status.
- Ability to assess a situation and make well informed decisions independently.
- Ability to positively promote UNLV and CRS to peers/patrons and take initiative to be involved throughout campus.
• Ability to provide superior customer services through all interactions.

**Transferrable Skills:**
• Communication and Listening Skills
• Problem Solving and Critical Thinking
• Working Independently and with a Team
• Working with a Diverse Constituency
• Professional Development
• Organizational Skills
• Time/Self-Management
• Customer Service
• Health & Wellness

Evaluations will be based on self, peer, and supervisory.

Pay Rate: $9.75 per hour
Minimum Hours: 10-15 hour per week