Campus Rec Events and Operations Intern

Job Description:

The Campus Rec Events and Operations intern will provide administrative and operational support to the areas of events, membership and facility operations. The intern will also assist in project management aspects of various maintenance projects being completed within Campus Recreation and aid in facilitating various aspects of Campus Recreation facility reservations and event management.

Job Duties:

* Review, organize, create and edit various Campus Rec forms and reports. (Incident, Accident, Supervisor reports, etc.)
* Have an active role in planning select Campus Rec programs (Recapalooza, Real Life Recess, Orientation)
* Aid in facility maintenance project planning. Researching various projects and preventative maintenance practices.
* Present at New Staff Orientation to promote Campus Recreation.
* Provide facility tours to students, faculty, staff and other potential patrons.
* Responsible for upkeep and organization of Campus Rec storage areas.
* Track Campus Rec Facilities Operations inventory.
* Assist with special event setup.
* Confirm event details with clients prior to their event taking place.
* Schedule and input facility reservations for Campus Recreation into EMS. (Event Management Software).
* Serve as on site event manager during select events hosted by Campus Rec.

Soft Skills

* Improve resource management skills (i.e., time, materials, space).
* Expand upon one’s independence and ability to take initiative.
* Increase oral and written communication skills.

Requirements:

* Applicant must be a current FAU student.
* Organization and attention to detail.
* Ability to multi task.
* Ability and willingness to follow up with clients and vendors.
* Strong written and oral communication skills.