WINONA STATE UNIVERSITY HOUSING AND RESIDENCE LIFE
Fitness Center Assistant Employment Agreement

The Housing and Residence Life program is committed to creating a welcoming, inclusive, safe, and engaging living environment. Fitness Center Assistants (FCA) serve as customer service specialists to students in the Lourdes Fitness Center and assist with administrative duties. The specific responsibilities of FCA’s include, but are not limited to, the following:

Residence Life Requirements
1. Must be living in the residence hall/apartments for the 2018-2019 academic year
2. Maintain a minimum 2.5 cumulative GPA
3. Participate in fall training and additional training sessions specified by the department
4. Be in good conduct standing with the University at all times
5. Attend and participate in monthly staff meetings as directed by the SFC
6. Participate in desk shift rotation throughout the semester including weekend desk coverage (amount of hours depends on staff size)
7. Must be available during orientation week and finals week each semester to work scheduled shifts

Administration
1. Assist with check in/out of students using the Fitness Center facilities and pool.
2. Maintain a safe, inclusive, and healthy environment in the Fitness Center and pool.
3. Maintain and utilize all Fitness Center documents/applications which includes: When to Work, wish-list, fix-it list/maintenance log, etc.

Interpersonal Relationships
1. Assist and act as a resource to students with a variety of questions.
2. Ensure user safety by assisting and intervening on machine use/misuse, technique, etc.
3. Communicate to the SFC information about the Fitness Center and pool on a weekly basis.
4. Use discretion when communicating needs and concerns of students and maintain privacy.
5. Contributes to the team and shares the workload.
6. Acts in a manner that reflects inclusiveness, respect, and appreciation for all people.
7. Utilizes strong problem-solving and crisis response skills. Appropriately respond to emergency situations (fire, flood, drowning, personal injury, etc.).
8. Serve as a model by personally upholding the policies and rules of the University as specified in the Housing and Residence Life Handbook, WSU Student Code of Conduct and the Winona State University General Catalog

Updated 2/21/2018