Business Center Attendant

Operations and Member Services
Opened in the summer of 2003, the Morris Recreation Center is a $12 million state-of-the-art recreation facility that is a focal point of campus life at A&M Commerce. The facility features the following activity areas: two multi-purpose basketball courts, a 45 foot climbing and bouldering wall, three lane jogging track, four multi-purpose racquetball courts, large fitness room with cardiovascular machines and weight equipment, fitness activity room, classroom, lounge, and men’s and women’s locker rooms. The outside area includes: heated leisure pool, two-tier hot tub, two sand volleyball courts, two outdoor basketball courts, picnic tables, barbeque pits, and a sunbathing area.

Our Mission:
The Department of Campus Recreation enriches student life and promotes wellness for the University and community by providing diverse recreational opportunities, facilities, and educational programs.

Primary Function: Responsible for all selling memberships, course registrations, lockers, personal trainer package, trips and clinics. Individuals should be customer service orientated, have cash handling skills, and should be proficient in filling out paperwork.

Position Primary Responsibilities:

- Responsible for cash handling and reconciliation.
- Assist patrons in acquiring memberships, lockers, and other department registrations and sales.
- Answer any inquiries and questions concerning the facility, department, and university.
- Enforce all facility, department, and university policies.
- Attend all required staff meetings.
- Assist in overall implementation of the recreation customer service model.
- Maintain all records, forms and associated paperwork within Operations and Member Services.
- Utilize opportunities set forth by the department for personal and professional development.
- Other duties as assigned.

Required Qualifications: Applicant must be customer service oriented with an emphasis on team work and initiative. Must be current student in good standing with the university and be able to work a minimum of twelve hours a week.

Preferred Qualifications: Individuals with customer service backgrounds and have some cash handling skills.

Supervision: This position reports directly to the Assistant Director of Operations and Member Services and is also managed by the Associate Director of Operations and Member Services.

Application/Selection Process: Applicants must submit a completed application and resume to the Morris Recreation Center front desk. Applications will be reviewed as positions become available. Selected individuals will be contacted for further information.

Compensation/Opportunities for advancement: Selected individuals will need to present a government ID as well as a social security card or passport as well as pass a background check in order to be employed by the department. Pay schedules can be found on the Human Resources website.