

Student Personnel Assistant Job Description

TITLE: Student Personnel Assistant

ROLE:

- The Student Personnel Assistant is a student role focused on human personnel, training and development, risk management, and assessment.
- Students in this position will need to possess a high-level understanding of training methods and development endeavors, as well as have a demonstrated interest in improving in this area. They must be able to effectively create, articulate, and evaluate their own leadership philosophy, read, and synthesize information, elicit feedback from others, and learn about each individual area's policies, practices and processes within Recreation and Wellness Services, from Aquatics to the Adventure Center to Operations and Guest Services to the Ice Arena.
- This position has a high impact on Recreation and Wellness Services' operations and the overall development of the student staff.

SUMMARY OF RESPONSIBILITIES: Student Personnel Assistants will support the Student Personnel team by assisting with operational workflows, processes, and training and development initiatives. They will also assess the effectiveness of these efforts through evaluation and feedback. Student Personnel Assistants play a key role in engaging staff with meaningful educational opportunities and guiding their professional growth from entry-level positions to roles such as Specialists, Supervisors, and other leadership positions within Recreation and Wellness Services. For more details on job responsibilities and how they align with your personal and professional development, please refer to the bottom of this job description.

PAY RATE: \$11.00 per hour.

TYPICAL WORK SCHEDULE AND HOURS:

- Schedules are assigned based on your availability and how it matches with predetermined training and other event times. We appreciate that you are a student first.
- Set weekly office schedules will be created, discussed, and approved prior to the beginning of the semester, unless the student is hired in the middle of the semester.
- Most Student Personnel Assistants will work 7 –15 hours per week, apart from busier training weeks throughout the semester.
- Student employees can work a maximum of 28 hours (domestic) and 20 hours (international) per week for all campus jobs.

APPEARANCE AND DRESS: The Student Personnel Assistants will be clean and neatly attired while on duty. A RecWell staff shirt and nametag (provided) are to be worn as the primary outer layer, as well as khaki/jeans bottoms with no rips or holes and closed-toed shoes when on shift.

SUPERVISOR(S): Coordinator of Student Personnel, along with other RecWell professional staff who are responsible for each individual area. They will provide feedback and insight of the Student Personnel Assistant's work on an as-needed basis.

MINIMUM QUALIFICATIONS:

- Must possess strong communication, leadership, creativity, technology, and critical thinking skills.
- Work both independently and collaboratively with others in various working groups to achieve common goals.
- Strong verbal and written communication skills with coworkers, supervisors, and all RecWell patrons and

guests.

- Ability to positively create a welcoming environment for all and maintain a positive attitude at work.
- Demonstrating an articulation of one's own personal and professional goals, strengths, and weaknesses, and how this work experience will be a growth opportunity.
- Ability to address conflict in a professional manner through problem-solving and critical thinking.

HOW TO APPLY: Interested candidates must apply through Handshake.

QUESTIONS? Contact Jeff Kingery at jkinger2@kent.edu.

OTHER REQUIREMENTS AND EXPECTATIONS:

- **Background Check:** Must obtain a background check outlined by the department prior to employment. All offers of employment at RecWell are contingent upon clear results of a thorough background check (will be provided upon hire at no cost). A plea of guilty to, a finding of guilty by a referee, jury, or court of, or a conviction of any of the following shall disqualify an individual from being eligible for employment with Recreation and Wellness Services.
 - (1) A felony. (2) A sexual offense, as defined in chapter 2907 of the revised code. (3) An offense of violence, as defined in section 2901.01(A) (9)(a) of the revised code. (4) A theft offense, as defined in section 2913.01(K)(1) of the revised code. (5) A drug abuse offense, as defined in section 2925.01(G) of the revised code. o (6) Substantially comparable conduct to (1) through (5) above, occurring in a jurisdiction outside the state of Ohio.
- **Standard Trainings:** Become certified in American Red Cross CPR/AED / FA for the Professional Rescuer, Fraud Training, Bloodborne Pathogen Training, and other trainings as assigned (will be provided upon hire at no cost).
- **Department Trainings:** Attend all new hire orientation trainings, department (semesterly) and area trainings (monthly), and other trainings (in person and online) as needed.
- **Certifications:** Maintain all valid certifications that are required of your position and abide by FERPA / HIPPA.
- **Communication Expectations:** Adhere to communication deadlines and expectations set forth by your area supervisor or other professional staff members, including answering emails, text messages, and phone calls in a timely manner (24-48 hours).
- **Work Flexibility:** Ability to work a flexible schedule, including non-traditional work hours, and practice good time management skills.
- **Working Week Limit:** Abide by the hourly work week limit of 28 hours maximum per week in all on campus jobs combined. For international students, this number is 20 hours per week when classes are in session, and 28 hours per week when classes are not in session (summer, spring break, and winter break).
- **Emergency Response:** Ability to respond to an emergency, as outlined in the Emergency Action Plan.
- **Clean, Safe, Organized Workstation:** Maintain a clean, organized, and safe workstation and environment for student employees, patrons, and all others.
- **Policies and Procedures:** Abide by all other policies and procedures outlined by Recreation and Wellness Services, the Division of Student Life, and Kent State University.
- **Commitment and Congruency:** Commitment to Recreation and Wellness Services' mission, team culture, and values and aligning oneself with them.

ABOUT RECREATION AND WELLNESS SERVICES:

- **MISSION STATEMENT (describes who we are):** We build communities of belonging by encouraging well-being through inclusive leadership, recreation, and wellness experiences.
- **VALUES (describes what guides our practice):** Sustainability, Belonging, and Excellence.

EQUAL OPPORTUNITY: We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

AVAILABLE RESOURCES:

- [Kent State University Career Exploration and Development \(website\)](#)
- [How to Write a Resume \(website\)](#)
- [How to Write a Cover Letter \(website\)](#)

NACE COMPETENCIES FOR A CAREER – READY WORKFORCE: The [National Association of Colleges and Employers](#) developed a definition for career readiness and [identified key components](#) to prepare college students for a successful transition into the workplace. These are some more examples of how this position will allow you to grow in each of these competencies. Some examples are “Professionalism” and “Critical Thinking”. This position’s job responsibilities will allow you to grow in each of these competencies. Please see below.

Job Responsibilities	Career & Self Development	Communication	Critical Thinking	Leadership	Professionalism	Teamwork	Technology
Job Responsibility 10: Respond to an emergency following the training provided through the American Red Cross CPR / AED for the Professional Rescuer, and in accordance with Recreation and Wellness Services' Emergency Action Plan (EAP).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Responsibility 11: Utilize this student employment position to enhance your personal and professional growth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>					