

Title:	Quad Core Fitness Center Student Supervisor
Department:	Residence Education and Housing Services
Reports To:	Housing Operations Coordinator
Appointment:	Approximately 10 months (late August - early May each academic year); renewable
Compensation:	Hourly pay at minimum wage; Quad Core Fitness Center membership*

* Quad Core Fitness Center Student Supervisors who already purchased a membership for the year can be reimbursed for their membership fee at the discretion of the Residence Education and Housing Services staff.

Position Summary:

Provide peer oversight of the Quad Core Fitness Centers (QCFC) during evenings and weekends when professional Residence Education and Housing Services and/or Facilities staff are not present.

Responsibilities:

- Work scheduled shifts (approximately 5-10 hours per week) as assigned or approved by the Housing Operations Coordinator
- Work primarily out of the Wadsworth Hall QCFC (office space provided), with visits made to the facilities in Douglass Houghton Hall, Hillside Place, and McNair Hall at least once per week
- Attend bi-weekly meetings with other Quad Core Fitness Center Student Supervisors and the Housing Operations Coordinator, at a time to be determined, to discuss future strategies for improving the QCFC facilities
- Wipe down workout equipment at least once per shift, or more often during high-traffic times
- Monitor QCFC members' usage of workout equipment to ensure equipment is being properly used, cleaned, maintained, and/or put away
- Collect forgotten personal items at least once per week and bring them to the respective building's lost/found at the front desk
- Inspect the general physical condition of QCFC equipment/spaces and report concerns to the Housing Operations Coordinator
- Collect QCFC members' feedback regarding the facilities and report them to the Housing Operations Coordinator
- Bring suggestions for facility improvements—including, but not limited to, new equipment, different machine layouts, or policy updates—to the Housing Operations Coordinator
- Ensure all posted QCFC policies are both current and enforced
- Ensure all QCFC members using the facilities tap in and tap out for each visit
- Work with other Quad Core Fitness Center Student Supervisors and the Housing Operations Coordinator to plan and implement at least two events per semester that relate to healthy and/or active living habits in some way
- Perform other duties as assigned by and discussed with the Housing Operations Coordinator

Minimum Qualifications:

- Must have completed a minimum of one semester of academic work at Michigan Tech at time of appointment
- Must be a full-time Michigan Tech student (undergraduate 12 credits; graduate 6 credits)

- Must remain in good academic standing throughout employment
- Must live in a Michigan Tech on-campus residence hall (Douglass Houghton Hall, Hillside Place, McNair Hall, or Wadsworth Hall) throughout employment*
- Must be free of any disciplinary sanctions imposed through Student Conduct Services and remain free throughout employment

* Active Daniell Heights standard contract holders who meet all other minimum qualifications may have the requirement to live in an on-campus residence hall waived on a case-by-case basis as long as they remain a standard contract holder throughout employment; this possible waiver does NOT include Daniell Heights Flex Housing contract holders OR registered co-tenants.

Additional Desired Qualifications:

- Currently living in a Michigan Tech residence hall and/or have one full academic year of residence hall living experience
- Ability to serve in this position for at least one full academic year
- Familiarity with Residence Education and Housing Services policies and/or structure
- Demonstrated leadership abilities
- Currently seeking a major, minor, certificate, and/or graduate degree in at least one of the following Michigan Tech programs: Coaching Fundamentals; Exercise Science; Kinesiology; Leadership; Management; Policy and Community Development; Sports and Fitness Management.
- More than a basic familiarity with at least one of the four QCFC facilities
- More than a basic familiarity with several machines in the QCFC facilities
- Strong verbal communication skills
- Passion for health, fitness, and/or wellness

Please note this job description is subject to change.

If a position is offered, employees will be required to sign the Quad Core Fitness Center Student Supervisor agreement form. Employees will also need to sign a Housing Contract for on-campus housing (Daniell Heights, Douglass Houghton Hall, Hillside Place, McNair Hall, Wadsworth Hall) for each academic year they are employed.

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