

JOB OPPORTUNITIES AT THE CLARKE

Information Desk Assistant

- Greet all members and building users with caring customer service
- Promote Clarke events, services, and membership opportunities
- Process cash, credit card, and check transactions
- Check out equipment for the gym, fitness center, and conference rooms
- Provide administrative support, building orientations, tours of The Clarke, and campus information

Fitness Center Assistant

- Oversee the appropriate use of the fitness center
- Promote fitness center incentive programs
- Clean and perform basic maintenance on fitness center equipment
- Contribute to an environment where members are safe, respectful, and considerate of others

Operations Assistant

- Assist with room set-ups for campus events including moving/removing chairs and tables, decorations, and provision of audio/visual equipment
- Assist with event support, coordination, set up, and clean up
- Substitute for information desk assistant and fitness center assistant as needed.

Programming & Events Assistant (C.A.T.alysts)

- Plan and coordinate social, recreational, cultural, intellectual, and other events.
- Lead CAT responsible for Socials & Celebrations
- Serve as a member of the USUAB Clarke Activities Team
- Partner with student organizations and other campus entities to provide exciting and rewarding campus activities

Webmaster & Marketing Specialist

- Assist in designing and updating The Clarke & USUAB websites
- Develop and design flyers, posters, and other media for promoting Clarke and USUAB events, services, and information
- Assist with developing, designing, and producing a staff newsletter and informational materials that can be accessed via the website
- Develop multimedia presentations, scrapbooks, and/or other archival media to document the events, achievements, and highlights of The Clarke during the 2010-2011 Academic Year

Personal Trainer (certifications required)

- Provide fitness center and exercise program orientations
- Provide instruction based on safe exercise programming principles and standards – including proper form corrections
- Plan daily workouts including modified options for people with special needs
- Perform and maintain confidential records of fitness test results
- Promote Clarke operations and programs throughout the campus community

Fitness & Wellness Assistant

- Assist development and coordination of fitness programs including fitness classes, health focused seminars, wellness workshops, and annual wellness fair
- Teach weekly group fitness classes for campus community
- Partner with Clarke Personal Trainers, student organizations, and other campus entities to provide didactic wellness programs

All Clarke Student Employees will have the opportunity to be involved in Staff Committees and to assist with Clarke and USUAB events.