

Student Staff Job Description

Position Title: Field Specialist **Department:** Campus Recreation
Date: 8/15/2020 **Compensation:** \$12.00

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff. Job Announcements and interview questions will be developed from the information in this job description.

Position Summary:

A Field Specialist is responsible for the upkeep of Campus Recreation's Turf Field and grass Intramural fields ensuring they are both safe and clean from debris or equipment. Additional responsibilities include monitoring the fields and surrounding area on a regular basis. This position also enforces Turf Field and grass Intramural fields policies as needed and helps monitor field usage to ensure that only approved groups and individuals are accessing it. This position requires good decision making skills, reliable, self-motivated and be able to perform multiple tasks simultaneously with little supervision.

Specific Duties/ Expectations of the Position:

- Regularly perform quality control checks of the Turf Field and grass Intramural fields policies to monitor bathroom cleanliness, trash accumulation, potential safety hazards and sport equipment condition
- Perform maintenance tasks such as raking new turf into compact areas, removing trash, weeds and debris from the fields and surrounding area and maintaining sports equipment
- Complete Turf Field quality control reports to the Assistant Director of Intramural and Club Sports
- Complete Turf Field related projects as assigned by the Assistant Director of Intramural and Club Sports
- Enforce and monitor Turf Field and grass Intramural fields policies and procedures which may include utilizing conflict management
- Other duties as assigned
- Provide emergency assistance as necessary during competitions on the Turf Field

Requirements of the Position (minimum):

- American Red Cross Professional CPR/AED and First Aid. Applicants who are selected through the interview process will be provided the opportunity to take the course during the training period. No outside classes are necessary if you do not currently have the certifications.
- A qualifying student who meet the student employment criteria/hiring process
- Ability to work early morning, night, weekend, final and break hours
- Adherence of no reading, studying or use of non-CRD electronic devices will be allowed while on duty
- Ability to work independently with little or no direct supervision

Outcomes of Student Employment:

- Writing skills, Verbal communication, Diversity, Functioning independently, Conflict negotiation, Problem solving, Preparation for employment outside of college, Learn about career options and See connection between work and academics

Working Conditions:

- Ability to lift 45 pounds regularly and 100 to 150 pounds occasionally; ability to walk and stand for extended periods of time
- Physical strength in back, arms and legs to be able to sweep and carry items
- Ability to bend, stoop, kneel, stretch and reach constantly
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Information:

- This is a temporary work position. The position is subject to renewal prior to each academic term.
- Campus Recreation is open on some designated official university holidays. Employees are expected to work during holidays, break weeks and special events as scheduled.
- In case of inclement weather when classes are cancelled, employees are expected to report to work as scheduled.
- In-service trainings will occur before and during the term; they are mandatory.