

Scheduling Specialist

**Department:** Finley Recreation Center

**Purpose:** To build and maintain all Front Desk scheduling platforms, sub lists, and stay up-to-date on scheduling matters. Also responsible for covering desk for “no shows’ or scheduling gaps.

**Pay Rate:** $12.00

**Schedule:** To be determined by staff availability – Hours are 6am to 10pm Monday through Friday, 8am to 8pm on weekends and are subject to change.

**Job Responsibilities:**

* Build and maintain google doc scheduling platform
* Be in frequent contact with student staff for finding shift coverage on the sub list
* Cover desk in case of last minute call-outs/no-shows, etc. (as allowed by academic schedule)
* Attend check-in meetings with supervisors, as necessary

**Job Requirements and/or Qualifications:**

* Applicants will be selected based on the following criteria:
	+ A desire to be a part of the Finley team
	+ Commitment to the overall creation and maintenance of the google doc schedule
	+ Effective communication, organization, and problem solving skills, and attention to detail
	+ Positive role model for community
* Prior work experience in the Finley Recreation Center or some college level leadership position preferred
* Must be available for early morning, late evening, and weekend staffing emergencies
* Available to cover shifts not covered by regular staff

 **Employment Agreement:**

As a representative of UNE, you are expected to be a role model, exhibiting appropriate behavior at all times. Violations of the University Conduct Code may either prevent your selection for this position or terminate your employment.

The above job description has been fully explained to me by my immediate supervisor. I understand that I will be part of Finley Recreation Center Employment team. I understand the duties as outlined and agree to carry out these responsibilities upon acceptance of this position.

I understand that I if I breach any of the expectations above, I will undergo a “three strike” discipline system that includes the following steps if behavior does not improve:

· A verbal warning and meeting with my lead or staff supervisor(s)

· A written warning and meeting with my lead or staff supervisor(s)

· Termination of employment

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_**

I have thoroughly discussed the job description and expectations of this position with the student employee whose signature appears above. I agree to provide the training necessary to carry out the above functions successfully.

**Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_**

**Supervisor(s):** Colleen Lundgren, CSCS, CPT, WFR

**Email:** clundgren@une.edu **Phone:** 207-221-4556

**Supervisor(s):** Judy Vezina

**Email:** jvezina@une.edu **Phone:** 207-221-4348