Nova Southeastern University

**Position Title:** Operations Intern

**Center/Department:** Student Affairs

**Reports:** Associate Director for Operations

**Date:** Semesterly

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**Overview:**

An internship within recreational facility operations at NSU will assist students in learning and experiencing multiple facets of the inner workings of a student recreation center. NSU has a state-of-the-art recreation center that opened in the fall of 2006. This 110,000 square foot facility offers a two-level fitness center, two basketball courts, three racquetball courts, three multipurpose studio’s, an outdoor swimming pool, men’s and women’s locker rooms, and beyond.

**Fall Internship** – Mid August to early December  
**Winter/Spring Internship** – Early January to late April  
**Summer Internship** – Early May to Mid August

1. Assist in the daily oversight of recreation center building operations. To be present and available at various days and times as assigned to include early mornings, late nights, and weekends.

2. Assist in the shift supervision of student-employees of the recreation center.

3. Assist in ensuring proper set-up of space and amenities as needed in conjunction with utilization requests made by intramurals, athletics, aerobics, camps, special events, and the campus community.

4. Assist in maintaining the safety, functionality, and cleanliness of the facility to include furniture, fixtures, and exercise equipment.

5. Serve as site-manager for facility related special programs and events; working with event points of contact to ensure event success. Examples to include university-wide open house, dance marathon, new-student orientation, basketball tournament, etc.

6. Develop and implement a marketing plan to attract students and underserved populations to use the Recreation Center.

7. Develop and implement monthly special event programming to attract students to the Recreation center.

8. Observe, attend, and participate in all student-employee staff meetings.

9. Observe, attend, and participate in all student-employee trainings.

10. Observe, attend, and lead potential employee information sessions.

11. Assist in the development and delivery of student-employee performance evaluations.
12. Initiate facility related work-order requests as needed.

13. Other relevant assignments whose intent is to gain greater knowledge and experience with recreational facility operations.

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