



## Montcalm Community College

Title: <b><i>Housing, Student Life &amp; Recreation Assistant</i></b>	Department: <b><i>Housing and Student Life &amp; Recreation</i></b>
Employee Group: <b><i>Support Staff</i></b>	Employee Classification (if applicable): <b><i>Support III</i></b>
Immediate Supervisor: <b><i>Director of Housing and Student Life &amp; Auxiliary Services Manager</i></b>	Supervises: <b><i>N/A</i></b>
Hours: <b><i>40</i></b>	EX/NE: <b><i>Non-Exempt</i></b>

**General Description:** This role serves as a vital support system within student housing, student life, and recreation departments, ensuring smooth daily operations and fostering a vibrant, inclusive campus community. The position involves direct collaboration with departmental supervisors, student government officials, and leaders, offering administrative and operational assistance to enhance service delivery and student experiences.

### **Position Duties/Functions:**

1. Provide direct support to both supervisors and additional leaders within departments/divisions.
2. Assist with everyday student housing and student life operations
3. Support Student Government, Residential Assistants (RAs), and student leaders by offering guidance, coaching, and coordination of activities.
4. Coordinate and implement student engagement activities including Welcome Week, Housing Orientation, club events, cultural celebrations, recreation programs, and other annual events.
5. Support operations of the Recreation Center, including:
  - a. Maintain a presence at the recreation desk when needed
  - b. Assisting with fitness, health, and aquatic areas
  - c. Overseeing recreation monitor schedules
  - d. Maintaining aesthetics and cleanliness of the facility
  - e. Enforcing all facility rules and policies
6. Maintain recreation calendars and work with communication team to ensure social media websites are updated.
7. Enforce all recreation facility rules and regulations.
8. As needed, keep the aesthetic qualities of the recreation facility up to date.
9. Provide input and help monitor the housing, student activities and recreation department budgets.
10. Maintain proficiency in recreation member management software.
11. Assist in training and monitoring staff with membership management systems.
12. Maintain the recreation operation and Student club handbook(s).
13. Assist the full-time Lifeguard with special requests, events, tasks, and other duties.
14. Other duties as assigned

### **Required Qualifications:**

1. Associate degree preferred or equivalent work experience.
2. Current First Aid and CPR/AED certification or ability to obtain within 90 days of employment.
3. Ability to participate in a collaborative, team-oriented environment.
4. Sound decision making ability.
5. Maintain confidentiality.
6. Proven experience in communication skills.
7. Proficiency in working with the public, students, and staff.

8. Coordinate the work of staff and resources to achieve operational objectives.
9. Flexibility in work schedule and ability to support programs outside of traditional hours.
10. Commitment and understanding of community college philosophies.

**Benefits:**

Medical, Dental and Vision coverage, high-deductible health plan (some plans fully funded). Long-term disability, Group Term life insurance, retirement benefits, vacation, and sick leave. Tuition free study (some limitations) for self and dependents age 25 and under.

<b>REMUNERATION:</b>	<b>Per contract agreement, Support 3, Step 1-4 \$18.83 - \$20.89 (Determined by experience)</b>
<b>APPLICATION DEADLINE:</b>	<b>August 21, 2025 Applications received by this date will receive preferential consideration. However, the position will remain open, and applications will be reviewed until this role is filled.</b>
<b>START DATE:</b>	<b>ASAP</b>
<b>METHOD OF APPLICATION:</b>	<b>Online application at <a href="http://www.montcalm.edu/employment">www.montcalm.edu/employment</a>. Attach your cover letter, detailed resume, transcripts, and three reference letters.</b>

*It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.*