HAMEL RECREATION CENTER: RISK MANAGEMENT PROGRAM ASSISTANT

Summary of Position: Responsible for planning and carrying out tasks given by the Athletic Trainer/Risk Management Coordinator (AT/RMC) regarding the American Red Cross Program, Risk Management Program, and Athletic Training Program. Creating rosters, setting up classes, creating trainings, inputting course/student records, and other relevant tasks.

Qualifications:
Applied Leadership in Campus Recreation course completion (mandatory)
Background in health science is encouraged but not required
Ability to use Microsoft Word/Excel, CEMS, and BOX (can be trained on CEMS)
Professionalism
Dependable/Responsible
Motivated with a positive attitude
Ability to work without supervision and initiate tasks
Leadership/Management skills
Willing to learn

Expected Hours: 6-12 hours per week, including early mornings, nights and weekends
Rate of Pay: $10.25/hour

Supervisor: Rich Cercone – Athletic Trainer/Risk Management Coordinator

Duties and Responsibilities:
- As a program assistant (PA) you must be motivated to learn and take on new tasks as they are given.
- Must be able to use Microsoft Excel to create course rosters, input accident reports, and record inventory for the programs.
- Generate and schedule courses and instructors throughout.
- Assist with American Red Cross course setup and communicate with the instructors.
- Use CEMS to create online trainings, and generate and conduct Risk Management training for Campus Recreation employees.
- Handle student/participant information that must remain confidential.
- Assist the Athletic Trainer/Risk Management Coordinator (AT/RMC) with any additional projects he may be working on and take initiative to assist with other tasks.

Certifications and Trainings: Employment contingent of the successful completion of a background check and the following training: ‘CPR, AED & First-Aid’, Bloodborne Pathogens, and Risk Management training. All of these will be provided by Campus Recreation

Typical Hiring Timeline: Applications open Early November, Applications due Late- January

Submit cover letter and resume to:
Richard Cercone
Risk Management Coordinator
Richard.Cercone@unh.edu
(603)862-1004
**About Campus Recreation:** Campus Recreation at the University of New Hampshire strives to provide extraordinary recreational programs and services that enhance a healthy lifestyle for thousands of participants. UNH Campus Recreation relies upon 250 student staff members to ensure that every participant has a positive and safe experience. The goal of employment with UNH Campus Recreation is that student employees have a developmental work experience that provides staff with skills that can be carried into their professional careers.

**UNH Human Resources:** The University System of New Hampshire is an Equal Opportunity/Equal Access/Affirmative Action employer. The University System is committed to creating an environment that values and supports diversity and inclusiveness across our campus communities and encourages applications from qualified individuals who will help us achieve this mission. The University System prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged. Hiring is contingent upon eligibility to work in the U.S.