



## Operations Coordinator

Wake Forest University is committed to providing a world-class collegiate wellbeing program for students and employees. The Wake Forest Wellbeing Center staff cultivate an environment where members of the University engage in life-long healthy, social and active lifestyles. The newly renovated and expanded 185,000 square foot WF Wellbeing Center serves as the campus social, fitness, and recreation center. In its first full year of operation, the facility welcomed members of the campus community over 350,000 times and employed 280 students.

### **The Position**

The Operations Coordinator provides oversight and supervision for facility and operational needs of Campus Recreation spaces with focus, attention, and care to all aspects of facility operations. Additionally, the coordinator will be responsible for overseeing a student and part-time staff of Access Attendants and Point of Sale staff. The event set-up crew also works with the operations coordinator for event management.

### **Qualifications**

Bachelor's degree required; Master's preferred. 1+ years professional experience (a) developing and supervising student and/or part-time employees and (b) managing a customer service oriented mixed use facility. Demonstrated expertise in facility management, staff supervision, and event coordination strongly preferred. Demonstrated commitment to inclusivity and working with a diverse population. Experience working in a fast-paced environment overseeing high traffic, customer service-oriented facility operations preferably a student union/center, collegiate fitness/recreation center, or similar social and recreational community center.

### **Wake Forest University**

Wake Forest University is a leading collegiate university. U.S. News & World Report ranks Wake Forest 27th among national universities and is ranked in the top 25 for quality of teaching and best value. The University strives for excellence from students, faculty, and staff and promotes wellbeing in all facets of their lives including intellectually, socially, and physically. Students are extremely physically active with the majority of undergraduate students participating in 18 different intramural sports and fielding 37 competitive club sports.

### **Winston-Salem, North Carolina**

Wake Forest University's hometown is Winston-Salem, North Carolina, a culturally rich mid-size city in the Piedmont Triad area. With a population of 225,000, Winston-Salem industries include the arts, medicine, health care research, education, and commerce. Located about three miles from the main campus, downtown Winston-Salem is a thriving area that includes galleries and shops; indoor and outdoor performance spaces and museums; a greenway that traverses the historic Old Salem district; and restaurants and sidewalk cafes. Outdoor recreational activities abound in the area particularly in the neighboring Piedmont and Blue Ridge Mountains or travel a few hours to enjoy North Carolina and South Carolina beaches.

## Applications

Applications are accepted through Wake Forest Human Resource web page.  
Visit [hr.wfu.edu/careers](http://hr.wfu.edu/careers) to apply.



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