Office Assistant

Location: Campus Recreation (Lee Hall)
Supervisor: Campus Recreation Director, Assistant Director, Coordinator
Type of Job: Part time temporary service position and/or work study available

PRINCIPAL FUNCTION

• To enforce all facility policies, rules and regulations, minimize and eliminate hazardous situations while conducting yourself in a professional manner at all times.

REQUIREMENTS

• As a part of the hiring process, each employee is required to attend an orientation session the last weekend before classes start, which is not paid.
• Must maintain up-to-date CPR certification; this training will be provided by Campus Recreation.
• Must be available to work from between 9:00am-11:00pm on weekdays and 12:00 noon – 12:00 midnight on weekends.
• Available to work a minimum of one weekend shift

RESPONSIBILITIES

• Arrive on time.
• Provide supervision for Lee Hall operations to include Open Recreation, Intramural Sports, Sports Clubs practices, Special Events, Front Desk, Equipment Check Out and Instructional Programs.
• Monitor all events taking place in Lee Hall facilities by making regular rounds of the building.
• Provide information and building services to the campus community in a professional manner.
• Provide equipment set-ups prior to scheduled events and clean up at the conclusion of all events.
• Develop a working knowledge of all the equipment and services and activities provided by Lee Hall.
  Follow procedures for closing the facility at the end of each day.
• Attend regular staff meetings and training sessions.
• Complete appropriate records, reports and time cards.
• Complete accident and incident reports immediately following injury or incident.

DESIRED SKILLS

• Must be able to work well with others, both participants and employees.
• Work independently when necessary.
• Communicate clearly and effectively.
• Ability to multi-task.
• Must be dependable and punctual.
• Ability to take initiative.
• Positive customer service skills/customer relations.

(revised 8/8/14 par)