

## **ADMINISTRATIVE ASSISTANT**

Campus Recreation is a division of the Department of Campus Life that provides a variety of vigorous, fun-filled, health-promoting, physical and recreational activities conducive to wellness and personal development. Students, faculty, and staff participate in these activities through the following programs and services: intramural sports, open recreation, sport clubs, recreational organizations, special events, and instructional programs.

### **Requirements:**

1. As part of the hiring process, each employee is required to attend a mandatory orientation session which is not paid. These sessions will be beginning on Friday, August 28, 2009.
2. As part of the hiring process, each employee is required to attend a mandatory a training session which is paid. These sessions will be beginning on Friday, August 28, 2009.

### **Responsibilities:**

1. Arrive on time.
2. Available to work at least 10-12 hours weekly.
3. Enforce all facility policies, rules, and regulations
4. Minimize and eliminate hazardous situations.
5. Filing of all reports.
6. Complete paperwork and reports assigned.
7. Maintain a working knowledge of the Campus Recreation Dept. (staff, programs, policy, etc.)
8. Attend regular staff meetings and training sessions.
9. Assist with staff training and various meeting.
10. Attend leadership workshops.
11. Assist with one campus wide special event and open house.
12. Assist with research projects as assigned.
13. Work closely with Public Relations staff.
14. Publish break hours and set staffing.
15. Log out and bring lost and found to University Police once a week.
16. Adjust job descriptions as needed.
17. Keep track of all forms and adjust them as needed.
18. Assist with the Spring Recruitment Seminar.
19. Assist with assigned duties
20. Some weekend and evening hours required.
21. Appointment dates run 8/28/09 through 5/7/10

### **Qualifications:**

1. Positive customer service skills/customer relations.
2. Strong organizational skills are a must.
3. Ability to work as a cooperative team.
4. Ability to work independently and take initiative.
5. Good communication skills.
6. Prior Campus Recreation Department experience preferred.