

RESERVATIONS 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 training session which is paid. These sessions will be beginning on Friday, August 28, 2009.

Responsibilities:

1. Available to work 10 – 12 hours per week.
2. Schedule reservations using our reservation software.
3. Send e-mail to communicate and confirm group reservations.
4. Work with Campus Life in planning events.
5. Meet with club representatives.
6. Convey policies and procedures for special events according to Campus Recreation.
7. Update front desk reservations binder and weekend events list.
8. Create invoices when appropriate.
9. Assist in other responsibilities as assigned.
10. Appointment dates run 8/28/09 – 5/7/10.

Qualifications:

1. Must possess organizational skills and patience.
2. Excellent communication and writing skills recommended.
3. Knowledge of computers is necessary and a willingness to learn the reservation software.
4. Ability to work independently and as part of a department team.