



**OSWEGO STATE
CAMPUS RECREATION**

Administrative Assistant

Location: Campus Recreation

Supervisor: Campus Recreation Director, Assistant Director or Coordinator

Type of Job: Part time temporary service position and/or work study available

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.

RESPONSIBILITIES

- Arrive on time.
- Available to work at least 10-12 hours weekly.
- Enforce all facility policies, rules, and regulations
- Minimize and eliminate hazardous situations.
- Filing of all reports.
- Complete paperwork and reports assigned.
- Maintain a working knowledge of the Campus Recreation Dept. (staff, programs, policy, etc.)
- Attend regular staff meetings and training sessions.
- Assist with staff training and various meeting.
- Attend leadership workshops.
- Assist with one special event and open house per semester.
- Assist with research projects as assigned.
- Work closely with Public Relations staff.
- Publish break hours and set staffing.
- Log out and bring lost and found to University Police once a week.
- Adjust job descriptions as needed.
- Keep track of all forms and adjust them as needed.
- Assist with the Spring Recruitment Seminar.
- Assist with assigned duties
- Some weekend and evening hours required.

QUALIFICATIONS

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