

Office Aide

Location: Campus Recreation (Lee Hall)
Supervisor: Campus Recreation 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.

DUTIES AND RESPONSIBILITIES

- Responsible for opening of the main office, to include turning on all computer equipment and digital signs.
- Maintaining cleanliness of main office and front desk.
- Provide a welcoming environment to all participants.
- Answers phones promptly and provide patrons with information in a courteous and friendly manner.
- Handles organizational and clerical support tasks to include organizing files, typing, proofreading, and assisting with projects and research.
- Addressing all questions and program registration regarding Campus Recreation and services.
- Complete reservation check in, setup and take down, as necessary.
- Monitor all events taking place in Lee Hall facilities by making regular rounds of the building.
- Perform all laundry services.
- Check and swipe all ID's.
- Complete daily tasks and logs.
- Attend regular staff meetings and training sessions.
- Complete accident and incident reports immediately following injury or incident.
- Complete appropriate records, reports and time cards on time.
- Other office duties as assigned.

REQUIREMENTS

- As part of the hiring process, each employee is required to attend an orientation and training, which is not paid
- Must maintain up-to-date CPR certification; this training will be provided by Campus Recreation.
- Must be available to work weekdays 9am-4pm
- Staff must wear uniform while on duty

DESIRED SKILLS

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