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.