

Job Title: Administrative Office Assistant

Supervisor: Customer Service Representative or Assistant Director, Operations

Job Description:

The administrative office student attendant is responsible for being the front office ambassador for the Department of Recreational Services. This person is responsible for the accurate communication of verbal and written information regarding the policies/procedures and programs of the department.

Qualifications:

- CPR & First Aid Certification
- A working knowledge of general office duties
- General knowledge of computers
- Typing Skills
- Effective communication skills-written and verbal
- Knowledge of Microsoft Word and graphic programs
- Must be a team player
- Professional mannerisms
- Be an ambassador for Recreational Services and Georgia State University
- Be able to prioritize work

Job Duties:

- Attend Staff Training and meetings
- Answer phones for administrative offices of Recreational Services
- Assist Customers
- Run Errands
- Light typing and computer work
- General office duties
- Work closely with professional staff members
- Required to wear staff shirt and nametag while on duty (no wrinkled, torn or revealing clothing allowed)-see "Dress Code" section for information
- Knowledge of policies and procedures of the Department of Recreational Services
- Work with staff on special projects and events as assigned