

Job Title: Administrative Office Assistant

Supervisor: Recreation Coordinator

Purpose:

The Administrative Office Assistant will work in support of the Recreation Coordinator. They will be responsible for completing campus reservations, assisting with planning and promoting programs and events, supervise the office during the times when the Coordinator is absent, manage assigned tasks for the Coordinator. They must have the ability to work independently, must be self-motivated and a team player, must be able to communicate with a diverse campus population.

Specific Duties and Responsibilities:

- Play a supportive role for the development and implementation of an array of comprehensive programs and activities for the students and staff.
- Actively market wellness programs seeking participation from students and employees.
- Manage the daily operations of the recreation office.
- Collect funds for trip deposits and team registration.
- Ensure proper procedures are followed and complies with all policies and guidelines of the department and University.
- Attend campus meetings
- Attend college-wide trips and events, as requested.
- Answer phone calls and relay messages.
- Provide administrative support with special projects and activities.
- Seek collaborative relationships with outside vendors and agencies

Knowledge, Skills and Abilities:

- Excellent interpersonal skills; word-processing, spreadsheet experience preferably, event marketing and promotion.
- Demonstrate ability to work with a diverse student and employee population.
- A passion and commitment for working with Students and employees that we serve.
- Excellent verbal and written communication skills.
- Excellent customer service and listening skills.
- Detail oriented.
- Ability to alphabetize, file, use office fax and copier machine.