



JOB TITLE: Student Office Assistant
DEPARTMENT: Utah State University Campus Recreation
REPORTS TO: Coordinator of Business Operations & Scheduling

Job Summary

The Student Office Assistant is a student position designed to offer students an opportunity to learn and assist with some of the basic office operations of Campus Recreation. The position will mainly focus on assisting with administrative tasks for Campus Recreation.

Job Duties

Recreation Operations

- Aid in the scheduling and tracking of bookings for all of Campus Recreation's programmable spaces; creates and distributes weekly facility schedules
- Assist in the processing and filing of departmental receipts / financial documents, as well as daily cash deposits
- Aid with accepting payments for and processing refunds for Campus Recreation events, classes, programs, etc.
- Understand and utilize a variety of Campus Recreation software programs including Fusion, Transact, Clover, Connect2, and When to Work
- Create week at a glance of programming and events going on within Campus Recreation spaces

Customer Service

- Greet and direct guests who are coming to meet with Campus Recreation Staff.
- Answer phones and assist with any questions regarding Campus Recreation programs, services, policies, and/or activities; Jointly oversee the Campus Rec general email and assist with answering and forwarding questions

Other Responsibilities

- Assist Campus Recreation Staff & Graduate Assistants with their program areas
- Assist with Special Event coverage, as necessary, outside of standard business hours
- Other duties as assigned - Campus Recreation is a team environment; any one of us may be asked to aid another program area (facility operations, custodial, etc.) at any time
- This position description indicates the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications required of employees assigned to the position.



Qualifications

Required

- Previous work experience in customer service
- Ability to communicate effectively with students, faculty, staff, & community members
- Ability to adhere to proper cash management procedures, enforce policies
- Willingness to promote Campus Recreation programs
- Proficient in Microsoft Office Programs (Primarily Excel & Outlook)
- Current certification in CPR, First Aid, AED, or ability to complete training within two weeks after hiring date

Preferred

- Previous work experience as an office assistant

Position Details

- The position reports to the USU Campus Recreation Coordinator of Business Operations & Scheduling
- Hourly wage starts at \$8.75/hour
- Employees can expect to work 8-15/hours per week
- Employees will be required to work some weekend and/or night shifts

About Campus Recreation

The Department of Campus Recreation at Utah State University is housed in the Division of Student Affairs and is one of the most dynamic growing departments on campus. Campus Recreation provides wellness and healthy lifestyle-oriented programs, events, and services to Utah State University students and employees via five program areas: Aquatics, Fitness, Club Sports, Intramurals, Outdoor Recreation. Facility operations supplement the program area functions and provide seamless customer service to USU students, employees, and the community. Campus Recreation creates opportunities for students to enhance the college experience through play, wellness, and adventure. To learn more about Campus Recreation, visit our website at campusrec.usu.edu.