



Fitness and Wellness Center Clerical

Position Description:

Student office assistants are responsible for general receptionist tasks including, but not limited to, answering a multi-line phone, data entry, sales and deposits, online searches, developing informational packets and reports, and assisting with daily operations of the Fitness and Wellness center. All student staff must be familiar with all office policies and procedures and able to answer client questions in a clear and confident manner.

Requirements:

- Seeking a mature student with a strong work ethic, professionalism and positive attitude.
- Must be proficient in Microsoft Office programs to include Word, Excel and Access as well as web search engines.
- Student must be able to work independently and multi-task as well as be able to problem solve on own.
- Prior clerical or office experience is strongly preferred, but not required.

Responsibilities:

- Follow all Campus Recreation policies.
- Answer phone.
- Update supervisors' event notebooks and intramural master book.
- Clean office daily/weekly.
- Assist with the management of the intramural sports website and Facebook account.
- Organize and process all office supply orders.

Appearance:

A well-groomed appearance is mandatory. Appearance must be clean, neat and professional. A nametag will be provided. No T-Shirts are permitted.

Student Wage Rates:

Position	Class	Step A	Step B	Step C	Step D
Clerical	1	\$7.40	\$7.55	\$7.70	\$7.85

Students become eligible for a step increase after **two semesters** of employment with the same department at the department's discretion. A student's performance evaluation will be the tool used in the determination of a step increase. Student's hours must be entered into UltraTime the Monday after the pay period ends by 5pm.