**Intramural Office Assistant**

Position Description:

This position works between 15-20 hours per week. Responsibilities include daily office work as assigned. This position reports to the Assistant Director of Intramural sports and works closely with the Intramural sports Coordinator.

Requirements:

* Successful clerical skills: organization, time management, communication, and customer service skills.
* Ability to work well with others, as an individual and as part of a team.
* Background in sports, recreation and/or related field preferred.
* Competency in word processing, excel spreadsheets, database entry, and marketing.

Responsibilities:

* Proficiency in Campus Recreation and Intramural sports policies and procedures.
* Update display boards.
* Process daily results, record nightly reports and attendance, participant tracking statistics, team availability.
* Assist in staff hiring and payroll, and maintain accurate staff roster.
* Create/update nightly program books for each sport in season.
* Answer phone calls and emails.
* Keep master record of intramural historical data.
* Assist with equipment inventory at beginning and end of semester.
* Assist with management of the intramural sports website account and social media platforms.
* Assist with purchasing.
* Assist with compiling end-of-semester assessment data.
* Clean office daily/weekly.
* Other duties as assigned.

Appearance:

A well-groomed appearance is mandatory. Appearance must be clean, neat and professional.

Student Wage Rates:

**Position Class Step A Step B Step C Step D**

Office Assistant 2 $8.40 $8.55 $8.70 $8.85

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.