

Campus Recreation Office Assistant

Position Description

Campus Life Classification: Level 1



QUALIFICATIONS

- Must be a UWS student with a 2.0 GPA or higher
- Preference given to Work Study.
- Must be able to work well as a team player and independently.
- Must have customer service skills.
- Preference given to students who have previous work experience

RESPONSIBILITIES

- Meet regularly with supervisor(s) to discuss projects and duties
- Serve as point of contact for Wessman Arena – answer phones and direct calls, transfer calls, coordinate incoming/outgoing mail, etc
- Handle any paperwork as needed for facility rentals, program passes, relative to the daily operations of the Wessman office
- Maintain organization of Wessman office and re-supply forms as needed per week, semester, and year.
- Inventory office supplies and keep supervisor informed of needs, assist with purchasing as needed.
- Check calendar and assist with distributing information for upcoming events on daily basis
- Maintain that all public postings are current, maintain Wessman facility bulletin boards
- Assist with upkeep of forms and documentation
- Assist with student payroll processes with new employees
- All other duties as assigned by supervisor

TIME COMMITMENT & TRAINING

- Minimum of 3 hours/week and Maximum of 28 hours/week
- Time Commitments may vary during certain times of the academic year or summer
- Opportunity to advance to Level 2 Senior Office Assistant upon years of service

COMPENSATION

- \$7.25/hour

REPORTS TO

- Steve Kirk, Assistant Director of Campus Recreation and may take direction from any Professional Staff Member

QUESTIONS AND SELECTION INFORMATION

- For questions regarding the selection of Facility Attendant, please contact Steve Kirk at (715) 394-8361 and/or skirk@uwsuper.edu