

University of Wisconsin-Superior
Campus Recreation
Office Assistant Job Description

Qualifications:

- Must be a UWS student
- 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 or course work in Health and Human Performance or Exercise Science.

Office Assistant

The office assistant will assist the administration with performing everyday tasks. This position will need to excel at customer service and organizational skills.

- Meet regularly with supervisor to discuss projects and duties
- Serve as point of contact for the department of recreation – answer phones and direct calls, deal with customers
- Handle any paperwork as needed for locker rooms, memberships, program passes, etc
- Maintain organization of front desk area and re-supply forms as needed
- Inventory supplies and keep supervisor informed of needs
- Check calendar and assist with distributing information for upcoming events
- Reservations – check for conflicts with special events and make groups aware of any changes that need to happen.
- Suggestion box – Work with Supervisor to update a response list to suggestions and post monthly for members to view
- Maintain that all public postings are current
- Assist with upkeep of forms and documentation
- Assist with payroll verification

Emergency Level - 3

Compensation: \$7/hour

The UW-Superior Campus Recreation Department is an Equal Opportunity employer committed to diversity in its people and programs. We will not discriminate based on race, religion, sex, gender identity, or expression. Please see the UW-System Administration Website for more details regarding employment at the University of WI-Superior.

http://www.uwsa.edu/bor/policies/bor_pols.doc