

**University of Wisconsin-La Crosse
Recreational Sports Department**

TITLE: Office Assistant

Job Description:

Office Assistants are responsible for daily office duties of the Recreational Eagle Center (REC).

Specific Duties:

1. Serve as a resource by providing accurate and current information regarding recreation and university-related programs and facilities.
2. Communicate and consistently enforce university, departmental, and facility policies and procedures with all users and co-workers.
3. Serve customers in the office wing and on the telephone in a professional and courteous manner.
4. Perform daily cash deposits, update budgets including accounts payable and receivables, and provide vending machine refunds.
5. Inventory, record, and file program and facility reports, supplies and equipment.
6. Assist with purchases for faculty/staff memberships, bike lockers, and personal lockers.
7. Maintain posted building hours, process building reservations, and sort mail.
8. Perform daily computer tasks to include word processing, spreadsheet inputs, and database entries.
9. Serve as customer service representative at the REC Information Counter (see specific job description).
10. Maintain current certifications in first aid, CPR, and AED.
11. Work scheduled shift or complete employee schedule change process if unable to work.
12. Maintain a positive, cooperative, and customer service oriented attitude that enhances a fun work environment; wear staff apparel, nametag, and maintain clean, professional atmosphere.
13. Support and promote all decisions, programs, and activities offered by the Recreational Sports Department.
14. Serve as a positive representative while participating in university and departmental activities.
15. Participate as desired in departmental and programmatic committees that include Student Advisory Committee, S.M.I.L.E. Program (employee incentive program) and special events planning.
16. Participate in self, peer, supervisory, and participant evaluation process and attend bi-monthly staff meetings.
17. Complete other duties as assigned.

Time Commitment and Pay:

This position requires a commitment of 10-20 hours per week. Hours range from 8:00am – 6:00pm. Working some evenings, weekends, holidays, and breaks are required. Schedules are flexible to meet class schedule. Starting pay: \$7.25/hour.

Requirements:

Ideal candidates should possess strong communication skills, be team-oriented, have experience and/or a willingness to learn daily operations of student-based programs and facilities, including data entry into Access and Excel.

Learning Laboratory:

The Recreational Sports Department is a learning laboratory where students have the opportunity to compliment academic pursuits with quality hands-on work experience and on-the-job training.

Who Should Apply:

Students from all majors are encouraged to apply. This position provides numerous opportunities to gain skills that are beneficial in a variety of professions.

Additional Information:

Mo McAlpine, Associate Director
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