



FLASH Job Description

Freshman Learners Acquiring Skills in Higher Education

Position: Office Assistant

Campus Rec Office Assistants welcome students/community members and answer questions about programs and services. While at the front desk, this position will assist with projects determined by the Administrative Program Assistant.

Ideal applicants are detailed oriented, self-starters who initiate work, able to follow instructions and hard working.

Position's professional growth prospects – Office Assistants interested in leadership have the opportunity to work towards a Lead or Student Coordinator position with more responsibilities and act as a mentor for other Office Assistants.

Number of positions available: 2

Job Location: Academic and Student Recreation Center (ASRC) 210

Hours: 8-12 hour/week, 9am to 5pm, Mon-Fri

Pay Rate: \$15.95/hour

PSU Department: CAMPUS RECREATION

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community.

Specific Job Duties and Responsibilities

- Welcome students/community members and respond to inquiries; Answer phones, return calls, answer emails and leave reminder messages for student employees
- Monitor and restock forms (fax cover sheets, expenditure requests, mail cards, etc.)
- Organize and inventory office supplies; Process Office Depot orders; Clean and organize the workspace as needed
- Update staff mailboxes as needed; Deliver mail to other departments on campus; Process and deliver packages for department
- Process student job applications
- Serve on committees related to Campus Rec; Attend all-staff meetings; Attend administrative meetings
- Schedule meetings for Campus Rec staff, Schedule reservations for the Administrative Suite conference room
- Manage staff uniform inventory

- Prepare staff uniform for new hires
- Manage departmental email addresses
- Assist with Canvas New Employee Orientation
- Archive personnel files
- Sign up student employees for safety courses
- Assist with short-term projects
- Other duties as needed

Job Expectations

- Must have at least one calendar year left before graduation
- Ability to monitor highly confidential information in a trustworthy manner
- Provide outstanding customer service
- Ability to balance academic and other life responsibilities with position
- Attendance and punctuality are essential aspects of this position
- Ability to work independently without direct supervision
- Learn to use the databases necessary for the job
- Knowledgeable in Word, Excel and Google Calendar

Minimum Qualifications

- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds
- Commitment to Campus Rec's mission, vision, values, and dignity statements
- Positive attitude
- Ability to respond to emergency situations
- Good communication skills
- Ability to work with people

Preferred Qualifications

- Experience working with diverse populations.
- Strong interpersonal and communication skills.
- Demonstrated positive customer service.