Do multiple individuals hold this position at one time?  ☑ Yes  ☐ No

Number of positions available: 10 - 15

Work Schedule
A student in this position can expect to work 2 - 3 hours per day, 5 - 6 hours per week.

The student will work  ☑ Monday thru Friday  ☐ Saturday  ☐ Sunday  ☐ any day of the week.

Hours are available during the following times of the day: Varied.

Department/Position Overview
The Athletics Office Assistant will perform light clerical duties in support of the Department's overall office functions. The Office Assistant may work for a specific sport or be employed in the main office in a more generalized manner.

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☒ Maintain the confidentiality of departmental/employee/student information

☒ Run errands on and/or off campus, including campus mail pick-up and delivery

☒ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

Required Training and Skills
☒ Ability to communicate in a concise and effective manner, both verbally and in writing

☒ Detail oriented with strong organizational skills

☒ Familiarity with specific computer software, listed here: Microsoft Word & Excel

☐ Familiarity with specific equipment, listed here:

☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: