



Office Assistant - Position Description

The Campus Recreation Office Assistant positions are responsible for assisting with the day to day operations of the administrative office and providing direct support to the professional staff.

Responsibilities

- Assist with Campus Recreation administrative office operations;
- Serve as front office receptionist;
- Assist with electronic copies of Campus Recreation paperwork;
- Professionally answer phones and take messages;
- Assist with daily errands on campus;
- Data entry and filing;
- Calculate and enter times for biweekly timesheets;
- Work with others to execute risk reduction measures and provide care in emergency situations;
- Clearly articulate, enforce and educate patrons on all rules, policies and procedures;
- Provide customer service and respectfully manage disagreements;
- Actively participate in collaborative work and development;
- Perform other duties as assigned.

Staff Standards

- Role model appropriate behavior at all times, including on-line communities;
- Attend all staff meetings and educational trainings;
- Maintain regular and frequent communication with supervisor(s).

Personal/Paraprofessional Development & Departmental Responsibilities

- Attend all meetings and trainings on time, including August staff development, January staff development, etc. Upcoming dates are:

Spring All-Staff Training:

Thursday, January 5, 2017-Friday, January 8, 2017. Hosted 8am-5pm each day.

- Balance time commitments;
- Recognize limitations and work to improve;
- Be receptive to paraprofessional and personal development;
- Challenge yourself to achieve higher levels of awareness of people's perceptions, maintaining appropriate sensitivity and awareness of cultural norms, diversity, and diversity education.

Minimum Qualifications

- Must be currently enrolled at UTSA with a minimum overall GPA of 2.0;
- Must pass State of Texas criminal background check;
- First Aid, Adult CPR and AED certifications obtained within expected time-frame;
- UTSA employee compliance trainings and any additional program area certification/training completed within expected time-frame.

Working Conditions

- Maximum of 19 hours worked per week (average 15);
- Work will take place on the Main Campus in the Recreation Center;
- Work hours are Monday – Friday 8:00am-5:00pm. Some required holiday hours.

Compensation

- Starting pay: \$10.00/hour