

**JOB DESCRIPTION**

Position Title: **Business Operations Clerical Assistant III**

Department: **Business Ops. – ASI Rec Sports**

**GENERAL STATEMENT:**

Under minimum supervision, the Clerical Assistant will work with the Assistant Director for Business Operations and be responsible for a range of administrative, clerical and daily operational functions and duties.

**SPECIFIC RESPONSIBILITIES:**

- Book reservations for all non Recreation Services events and schedule via Rec Ware and CS GOLD
- Schedule all Recreation Services programs and events via Rec Ware and CS GOLD
- Maintain accurate records of staff schedules on ***daily basis***
- Maintain accurate record of building/program schedule on daily basis
- Adhere to all policies and procedures per SRC Recreations Services Manual
- Assist with and facilitate communication between Assistant Director and staff
- Assist with and facilitate communication between AD and membership base.
- Perform cashier duties per established cash handling procedures as needed
- Assist in the development, maintenance of filing systems, forms and reports used in the operation of the SRC.
- Assist Asst. Director of Business Operations in all marketing efforts

**GENERAL RESPONSIBILITIES:**

- Responsible for preparing accident, missing item and incident reports as required, and contacting appropriate University personnel in case of emergencies within the necessary time frame
- Must maintain strict adherence to safety procedures and attend all safety meetings as scheduled
- Be on time, prepared to work and adhere to department dress code
- Must be physically able to perform the duties as outlined.
- Perform other duties as assigned.

**SPECIFIC ABILITIES, SKILLS AND/OR KNOWLEDGE REQUIRED:**

- Ability to learn various software and data base programs including RecWare and CS GOLD
- Ability to operate all office equipment (fax, copier, knowledge of Microsoft Office)
- Ability to maintain electronic files and computer data bases

**SPECIAL REQUIREMENTS:**

- Must obtain nationally recognized First Aid/CPR/AED Certification (American Red Cross preferred) - within 30 days of employment
- Must attend and participate in mandatory training
- Previous admin or office experience is desirable

- Must maintain all certifications required for employment

**HOURS:** Monday- Thursday: 3pm – 7pm  
Friday: 3 – 6

**HOURLY RATE:** \$8.95

**AVAILABILITY:** ASAP

Clerical Assistant III Rec BO/preshd.announ  
8/08