POSITION NUMBER: MC00011

JOB TITLE: Student Worker II, Intramural Assistant

DEPARTMENT: Student Life/Sports and Recreation

CAMPUS: LSC-Montgomery

PAY: 8.74 per/hr.

HOURS: 19.5 per/wk.

POSITION SUMMARY

This position supports the efforts of the Sport and Recreation Department. Will serve as league assistant for intramural and recreational sports and sports tournaments. Required to referee various sports on during the evenings and weekends. Will also perform clerical duties that include data entry, complete inventory, and managing sports emails. May also assist with other community service projects. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Send standardized department emails
9. Provide handouts and/or forms to customers
10. Maintain inventory
11. Check out equipment
12. Prepare reports
13. Event preparation and support
14. Collect and record data
15. Maintain knowledge of multiple programs

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Ability to sort, merge, and complete mass mailings
• Ability to multi-task

USE OF EQUIPMENT AND MACHINERY

• Pushing or pulling carts or other such objects
• Lift objects weighing up to 20 lbs.
• Standing for two or more hours
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing
• Use or repair small/light equipment such as power tools