POSITION SUMMARY

This position will support the Wellness Center. Duties to include: assist in opening and closing the center; organize and maintain the storage area and the cardio and weight training rooms; assemble, check-out, return equipment to proper area, and inventory; set up and take down equipment for club sports games; maintain sand volleyball courts; welcome patrons, collect memberships, check-in members, and maintain sign-in sheet; assist and help officiate at games; and general office duties. 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. Answering phones, taking messages, redirecting calls
3. Pick up and deliver mail
4. Scanning and/or shredding
5. Provide general information related to the department
6. Record maintenance, preparation and review of forms, data entry
7. Mail department information
8. Send standardized department emails
9. Provide handouts and/or forms to customers
10. Maintain inventory
11. Set up learning environment (such as labs, classrooms, etc.)
12. Check out equipment
13. Event preparation and support
14. Prepare reports
15. Collect and record data
16. Maintain knowledge of multiple programs
17. Provide limited technology support to end users
18. Tutor, ability to take lecture notes, act as scribe, and proof read
19. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
20. Guided tours
21. Interpret regulations and policies
22. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- Choose an item.
KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)

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