



OFFICE ASSISTANT JOB DESCRIPTION

Office Assistants support the Administrative Assistant at the Campus Recreation Center. They are responsible for greeting customers as they come into the Administrative offices and to provide superior customer service to our patrons. Club Sports dues and fund raising monies are collected and logged using software specific to recreation center management. Further job duties include filing, cash drawer reconciliations, assistance with deposits, and creating printed materials such as labels and flyers. Office Assistants help the Administrative Assistant with payroll and payroll deduction and will occasionally make deliveries across campus. Duties also include sending faxes, making copies, and scanning documents using a multi-function printer.

Preferred Qualifications

- Experience working with Microsoft Word and Excel
- Experience working with Adobe Professional software
- Initiative during slow times to complete tasks