



## DIVISION OF STUDENT AFFAIRS

### **Scheduling Assistant**

**Job Title:** Scheduling Assistant

**Hourly Pay Rate:** \$7.25

#### **Job Summary**

The Events and Scheduling Assistant is primarily responsible for reserving Campus Recreation spaces within and around Fike Recreation Center and the Snow Family Outdoor Fitness and Wellness Center. The Events and Scheduling Assistant will also be responsible for working with the Operations Assistants and Recreation Supervisor on shift with the setup, management and breakdown of select special events and reservation within Campus Recreation facilities.

#### **Qualifications / Certifications**

- Strong organizational skills and the ability to communicate effectively with event hosts and guests.
- Experience in Microsoft Office preferred.
- Personal characteristics including: positive attitude, outgoing personality, attention to detail, and strong work ethic.
- Must hold a current American Red Cross certification in CPR/AED/First Aid or be able to acquire certification within 30 days of hire.

#### **Job Responsibilities**

- Consistently uphold all Campus Recreation department policies and procedures.
- Think critically and problem solve within limits of department policy and procedures.
- Uphold service ethic and professional appearance standards.
- Provide acceptable oral, written, organizational, and multi-tasking skills.
- Assess customer requests and act within the scope of the responsibilities according to scheduling standards and policies / procedures.
- Be knowledgeable about Campus Recreation including, but not limited to all facility spaces and reservable items.
- Respond immediately to and remain approachable to customer questions, concerns, and / or complaints with the coordination and execution of events.
- Communicate consistently and constantly with the Events Coordinator to ask questions and to provide updates on happenings.
- Maintain a clean, neat appearance & work area.
- Attend all staff trainings, meetings, and shifts as scheduled.
- Represent Campus Recreation at departmental and University events as asked.
- Be alert to disorders, injuries, and inappropriate behavior and respond as trained or report to supervisor accordingly.
- Other duties as assigned.