

## **Student Office Assistant Position Description**

The Rec Sports Student Office Assistant is responsible for providing a positive atmosphere and thorough customer service to all students, faculty, staff, & community members that use our facilities.

Responsibilities include but not limited to:

- A thorough knowledge of policies & procedures
- A commitment to customer service
- Ability to demonstrate effectiveness when working with students and others and demonstrate an understanding of how to best meet the needs of users of our services.
- Ability to demonstrate proficiency in technical aspects of the position such as processing contracts, answering phones, working with data bases, and Intramural sales to achieve a high level of performance.
- Ability to maintain a neat work area and professional appearance.
- Ability to communicate and effectively interact with all students, faculty, staff, and community.

Requirements:

- Current UW-Whitewater student
- Completed all paperwork for payroll and met all Human Resource requirements