**Department of Recreational Sports**

**Administrative Office Associate**

The Department of Recreational Sports at Oregon State University is committed to achieving excellence through cultural diversity and actively encourages applications from women, persons of color, and individuals from other underrepresented groups. Interview questions will be developed based on the information in this job description. This position is available to individuals that demonstrate exceptional leadership skills, understanding of risk management and have maintained clean and positive employee files.

Department of Recreational Sports Mission Statement:

We strengthen the University by providing quality recreational and educational opportunities that foster healthy living.

Definition and Purpose:

This position assists the Student Initiatives Coordinator and Office Specialist in the administration of student employment processes, office supplies inventory, budget reporting, material archiving, and other projects and tasks as assigned. Additionally the Office Associate assists department administrative personnel as needed with special projects.

Department of Recreational Sports Employee Expectations:

* Model, promote and consistently enforce policies for the Department of Recreational Sports.
* Maintain written and oral communication with other staff members, supervisors and administrative staff.
* Maintain required certifications.
* Attend orientations sessions, staff meetings and in-service trainings.
* Maintain and promote a safe and fun environment for all participants and staff.
* Provide quality customer service to internal partners and external customers

Position Duties and Responsibilities:

* Assists in the processing and filing of all student personnel paperwork within the department.
* Tracks progress of new employee towards completion of employment requirements.
* Issues door access, key codes, staff shirts and name badges to new employees.
* Manages office supplies inventory.
* Assists in preparation and distribution of financial reports.
* Archives documents in accordance with state retention schedules.
* Distributes mail and directs incoming checks per department check handling procedures.
* Responds daily to emails and voicemails.
* Performs tasks as assigned by the General Administrative Program Assistant.
* Assists department personnel in research, data/information collection, presentation and implementation of special projects.
* Coordinates meetings with administrators to disclose, evaluate and implement projects.
* Maintains DRS Office Associate manual.

Preferred Work and Extracurricular Experience:

* Excellent organizational and clerical skills.
* Excellent attention to details.
* Excellent written and oral communication skills.
* Ability to work independently.
* Experience with Microsoft Office 2007 or 2010 programs.
* Experience with Access or other databases.

Education:

Must be a currently enrolled system/non-system student.

Certifications:

First Aid, CPR/AED for the Healthcare Provider and DRS Bloodborne Pathogens certifications will be required before employment begins.

Period of Employment:

One academic year (contingent employment is dependent upon satisfactory completion of a 30 day probationary period and satisfactory job performance as evaluated by immediate supervisor).

Compensation:

Student employees are paid an hourly wage consistent with the OSU Student Employment Pay Rate Guidelines. The Department of Recreational Sports identifies pay ranges based upon job duties, level of responsibility and complexity of the work to be performed.

Training Requirements:

Once hired, candidates must report to Dixon Recreation Center for training the spring term prior to the start of summer term. Those unable to attend training will not be considered for employment.