Department of Recreational Sports
Technology Student Assistant

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:
The Technology Student Assistant reports to the Info Technology (IT) Consultant. The technology assistant is responsible for assisting the IT Consultant in meeting the technology needs of the department. The technology assistant will help maintain an inventory of the department, updating computers, and taking leads on various 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 and staff trainings
• Maintain and promote a safe and fun environment for all participants and staff.
• Provide quality customer service to all patrons

Position Duties and Responsibilities:
• Assist in maintaining department inventory of all technology based equipment including; new install, replacement, and maintenance
• Help maintain a list of all department inventory
• Assist in testing features of department’s software and databases
• Help provide various reports from to individuals from department recreational management software
• Other Duties as assigned

Preferred Work and Extracurricular Experience:
• Previous experience working with computers
• Previous experience working with databases
• Knowledge and skills with but not limited to Microsoft Word, Microsoft Outlook, Internet Explorer, Mozilla Firefox, Adobe Software
• Previous experience installing, uninstalling and updating software

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

Certifications:
First Aid, CPR/AED for the Healthcare Provider and DRS Blood Borne 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.