Program Area: Office Administration
Position: Associate

Mission Statement
We create engaging environments for student growth and success. We inspire healthy living by providing quality recreational and educational opportunities for the Oregon State University community.

Employee Expectations
- Know Your Stuff: Learn, model, promote and consistently enforce policies for the Department of Recreational Sports
- Communicate Like a Pro: Professionally and proactively communicate with your teammates, supervisors and administrative staff
- Stay Sharp: Maintain required certifications and attend orientation sessions, staff meetings and Director’s Retreat as directed
- Seek Solutions: Provide quality customer service to all patrons and search for a “path to yes” when possible and aligned with mission
- Deliver a Positive Experience: Maintain and promote a safe and fun environment for all participants and staff
- Engage & Grow: Participate in the On-Ramp career readiness program while developing transferable skills with a “growth mindset”

Definition and Purpose: This position assists the Office Manager 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.

Position Details, 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
- 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
- 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

Minimum Requirements
- Must be a currently enrolled OSU student and/or an enrolled student in OSU’s Degree Partnership Program
- Must meet OSU student employment eligibility requirements including being degree-seeking and maintain minimum credit amounts
- First Aid, CPR/AED for the Healthcare Provider and DRS Bloodborne Pathogens certifications is required before employment begins

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 and/or 2010 programs
- Experience with Access or other databases

Period of Employment: One academic year (continuing employment is contingent upon satisfactory completion of a 30 day probationary period and satisfactory job performance as evaluated by immediate supervisor).
Compensation: Student employees are paid a wage consistent with the OSU Student Employment Pay Rate Guidelines. The Department of Recreational Sports identifies pay based upon job duties, level of responsibility and complexity of work to be performed.

The Department of Recreational Sports at Oregon State University commits to achieve excellence through cultural diversity and actively encourage applications from all genders, persons of color, and individuals from underrepresented groups. Interview questions will be developed based on the information in this position description. All job offers are contingent upon Human Resources final approval.