



Intramural Desk Assistant

Definition: Under the direct supervision of the Competitive Sports Coordinator, Intramural Supervisor, and Sports Club Supervisor, the Intramural Clerical Assistant is responsible for handling a variety of general office duties in support of Intramural Sports and its personnel. Will perform routine and non-routine tasks requiring considerable on-the-job training and/or specialized skills. Jobs at this level may require some discretion in judgment, analysis, and decision-making.

Duties: Responsible for the knowledge and enforcement of rules, policies, and procedures as outlined in the Rec Sports Handbook.

Assist in preparing Intramural Sports schedule, rosters, and creating poster boards.

Responsible for washing pennies.

Responsible for answering phone calls, emails and monitoring sign ups on the Intramural and Sports Club email accounts.

Discuss rules and clarify interpretations with participants when need be, including Intramural and Sports Club related questions.

Exercise tact, good manners, and courtesy even when situations may become emotional. Maintain a positive and patient attitude at all times.

Attend all Desk Assistant meetings, and any other mandatory Recreation and Wellness gatherings.

Help out with promotions and marketing.

Has the possibility to work Special Events such as Greek Philanthropy events, and other On-Campus Events (Sports Club Events).

Have a flexible schedule with the understanding that most of the work takes place during the hours of 10:00am-6:00pm.

Responsible for any other tasks at Coordinators discretion

Qualifications: Education: Must be enrolled in a minimum of six (6) units at California State University, San Bernardino and maintain a quarterly and cumulative GPA above a 2.0

Experience: Working knowledge of Microsoft Office, typing ability of at least 30 words per minute.

Additional Requirements: Must attend required Student Recreation and Wellness Center and Intramural employee orientations, trainings, as well as department specific trainings and meetings

Compensation: \$11.25 - \$16.00 per hour.