

<b>JOB TITLE:</b>	<b>OFFICE ASSISTANT</b>
Department:	Recreation
Location:	Chlapaty Recreation & Wellness Center (CRWC)
Supervisor Name:	Vic Popp
Supervisor Phone Number:	563.589.3449
Supervisor Email:	vpopp@dbq.edu
Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Communicate with participants and fellow employees in a professional manner to maintain a positive and fun working environment.</li> <li>• Answer phones and questions about programming</li> <li>• Distribute and collect equipment bags every morning/evening and process daily work.</li> <li>• Up-date league binders, postings, and rosters.</li> <li>• Complete and organize daily paperwork (scorecards, timecards, nightly schedules, record scores) for sport sites.</li> <li>• Coordinate Intramural registration. Assure registration is completed. Review and supervise team rosters.</li> <li>• Prepare league, Supervisor, Officials, post-season playoff schedules and end of season reports.</li> <li>• Coordinate training for employees.</li> <li>• Assist in completing employees' hiring paperwork and payroll materials. Ensure hours worked are correct and recorded daily.</li> <li>• Manage, inventory and supervise maintenance of supplies and equipment.</li> </ul>
Classification	None
Purpose or Role within the Organization:	Supports the University through completion of administrative tasks.
Rate of Pay:	Minimum Wage
General Qualifications:	Must be enrolled at least half-time.
Length of Employment:	Beginning of the fall semester to the end of the spring semester.
Evaluation Procedures & Schedules:	None