Reservation Assistant

Location: Campus Recreation
Supervisor: Campus Recreation Coordinator
Type of Job: Part time temporary service position and/or work study available

PRINCIPAL FUNCTION
• To communicate efficiently with people who contact Campus Recreation for scheduling of the facilities or using equipment.

RESPONSIBILITIES
• Available to work 10 – 12 hours per week.
• Schedule reservations using our reservation software.
• Send e-mails to communicate and confirm group reservations.
• Work with Campus Life in planning events.
• Meet with club representatives.
• Convey policies and procedures for special events according to Campus Recreation.
• Create invoices when appropriate.
• Assist with one special event per semester.
• Assist in other responsibilities as assigned.

REQUIREMENTS
• As a part of the hiring process, each employee is required to attend an orientation session the last week before classes start, which is not paid.
• Must possess organizational skills and patience.
• Excellent communication and writing skills recommended.
• Knowledge of computers is necessary and a willingness to learn the reservation software.
• Ability to work independently and as part of a department team.
• Completion of job application and interview process.
• Ability to interact with diverse groups through a variety of situations.
• Strong problem solving skills.