

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.

REQUIRMENTS

- 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.