

SFSU CAMPUS RECREATION

NOW HIRING

Office Reception & HR Assistant

**APPLICATION DEADLINE:
FEBRUARY 28, 2019**

To Apply: As a department under the Dean of Students area, please complete the Common Application form below on Qualtrics. Additionally, we will ask for your cover letter and resume, and the attached Staff Availability Sheet to be filled out and uploaded as part of your application.

**Qualtrics - Common Application:
[HTTPS://SFSU.CO1.QUALTRICS.COM/JFE/FOR
M/SV_3N47J3OAEH4XELX](https://sfsu.co1.qualtrics.com/jfe/form/SV_3N47J3OAEH4XELX)**



PURPOSE

The main responsibility of the Office Reception and HR Assistant is to provide reception services for the Campus Recreation offices and assist with clerical tasks, including human resource (HR) activities during scheduled shifts throughout the week. General knowledge of all Campus Recreation programming is essential to this position. This position is under the supervision of the Office Coordinator, a full-time staff professional. The Office Reception & HR Assistant also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

DUTIES AND RESPONSIBILITIES

- Disperse information and respond to questions from in-person, phone, and email inquiries, with attention to customer service.
- Become knowledgeable and educate participants and staff on enjoyable and safe participation during Campus Recreation activities, and enforce program policies and procedures.
- Assist the Office Coordinator with human resources activities such as basic on-board training and orientation for new employees, and contacting staff regarding important employee and payroll issues.
- Provide clerical support such as organizing files, typing notes, and drafting documents.
- Provide other support and assistance to management team staff as needed including one-time tasks or on-going projects.
- Attend staff meetings and staff trainings.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Hours will vary, however students may not work more than 20 hours/week during the academic semester.

QUALIFICATIONS

- Previous office reception experience preferred, but not required.
- First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Demonstrated interpersonal skills including strong communication skills, customer service skills, ability to enforce policy and perform under pressure, and working in a team atmosphere.
- Must be able to work independently without direct supervision on a day to day basis.
- Employment may be dependent on passing a background check.