

# Main Office

## Student Office Assistant Job Description



Campus Recreation Services consists of six program areas: Adventure Pursuits, Aquatics, Fitness, Informal Recreation, Intramural Sports, and Sport Clubs. Over 165 students are employed with CRS in various positions to administer, manage, and support day-to-day operations. Student employee positions range from entry level positions such as area floor staff, office staff, and sport officials, to supervisory and management positions. Consideration for employment is based on the review of a completed CRS job application and interview, and may vary based upon position and program area.

**Supervisor:** Administrative Assistant, Campus Recreation Services

### Entry Level Position Description

Entry level positions are available in and specific to each program area in Campus Recreation Services. These positions are front line staff and interact daily with facility patrons and program participants. Applicants are expected to be personable, timely, organized, and have the ability to learn and implement CRS policies. Entry level positions require little or no related experience; all necessary training is provided.

### Specific Responsibilities

- **Job Description:** Fast-paced Campus Recreation Services Office at Towson University seeks an energetic individual to manage and support day-to-day office operations: administrative tasks; point-of-contact for students, faculty, staff, alumni and surrounding community; special projects as assigned.
- **Qualifications:** Excellent Customer Service skills, good oral and written communication skills, experience with Microsoft Word, Excel, PowerPoint and the internet. Must be able to type minimum of 35 words per minute. Prior office experience is preferred.
- **Contact Person:** Sharon Ayres, Campus Recreation Services, Burdick Hall, Room 151. Phone: 410-704-2367, Fax: 410-704-4329.