

**University of Southern Indiana**  
**Recreation, Fitness, and Wellness Department**

**TITLE: Intramural Office Assistant**

**Job Description:**

The main function of this position is to assist in conducting all operations that occur in the Intramural Recreational Sports office.

**Specific Duties:**

1. Office workers will be responsible for knowing and providing information on the following:
  - a. Dates and times of scheduled activities and events
  - b. Intramural Recreational Sports policies and procedures
2. Aid in designing the posters, t-shirts, tabletops, and flyers for program promotion.
3. Answer the phone or talk to people seeking information in person about activities using good customer service skills.
4. Promote participation in our activities through positive attitude and behavior.
5. Assist in promoting good public relations by being courteous, friendly, and informative.
6. Complete other duties as assigned.

**Time Commitment and Pay:**

Position requires a commitment of 7-10 hours per week. Hours range from 9 am – 6 pm. Working some evenings and weekends are required. Schedules are flexible to meet class schedules. Starting pay: \$7.25.

**Requirements:**

Ideal candidates should have good communication skills, be team oriented and have experience or a strong interest and willingness to learn basic office skills such as typing, filing, answering phones. Knowledge of graphic design; public relations, website development, and the use computer programs such as Microsoft Excel, Microsoft Word, Adobe Photoshop, Adobe Illustrator, Microsoft Publisher, Microsoft PowerPoint, Quark Express, Microsoft Front Page are recommended for this position. 2.5 semester and cumulative GPA.

**Who Should Apply:**

This position provides numerous opportunities to gain skills that are beneficial in a variety of professions. Students from all majors are encouraged to apply.

**Additional Information:**

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