Position Summary
Assist the Recreation and Leisure Coordinator in daily operations of implementing the program. Student will have frequent interaction with program participants and employees and assists in duties related to sports management.

Primary Tasks
- Sports programming- coordination, rules, schedules, equipment/field preparation, supervision, and evaluation.
- Computer data entry and report generation- load teams, create leagues and schedules, print score sheets.
- Other duties as assigned.

Supervision Received
- Supervised by the Recreation and Leisure Coordinator

Required Knowledge and Skill
- Sport Management majors preferred but not mandatory
- Some knowledge and/or experience with football, swimming, basketball, basketball, soccer, and tennis
- Computer skills applicable to an office environment (Microsoft Office)

Hours
Recreational and Leisure Office Assistant will work a flexible schedule tailored to the needs of the Department of Student Activities staff and the availability of the student. A minimum of 10 hours per week are required between 2:00 p.m. and 10:00 p.m. Monday through Friday.