



EMPLOYMENT OPPORTUNITY

Associated Students
at Sacramento State

AQUATIC CENTER Front Office Assistant

SUMMARY: The Front Office Assistant shall handle the daily operations at the front office of the Aquatic Center. Primary areas of responsibility are proficiency in our program software, customer service and records management.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Learn and become proficient in Park Pro Recreational Software Program.
- Perform data entry and provide program/facility support.
- Manage all front office operations and cash handling
- Answering multi-line telephone
- Providing appropriate assistance to customers, vendors, officials, and staff
- Assist customers in boat launch and facility and room set up
- Retain and update organizational records
- Compose, type, and proof read as needed
- Schedule other part time staff for facility reservations, birthdays, youth groups and special events
- Provide support for a variety of special events and help staff and schedule for these events
- Other duties may be assigned

CORE COMPETENCIES

- Exceptional customer service skills
- Ability to communicate effectively both verbally and in writing with staff, employees and public
- Good analytical and problem-solving skills
- Knowledge of data gathering techniques, such as library research or files analysis, to obtain technical and administrative materials for organizational use
- Knowledge of principles and practices of organization, planning, records management, research and general administration
- Ability to operate standard office equipment including computers, typewriters, copiers, calculators and facsimile machines
- Ability to follow oral and written instructions

MINIMUM QUALIFICATIONS

- Knowledge of PC windows-based personal computers - Microsoft Word, Excel, Outlook
- C.P.R. and California Boating Safety Certificate (must have required certifications within three months of hire)
- Ability to lift and move up to 50 pounds
- The ability to learn and know the Aquatic Center Program Schedule.
- Weekend availability is required

PREFERRED QUALIFICATIONS

- Aquatic/boating knowledge
- CPR, First Aid and Lifeguard Training or Equivalent Red Cross Water Safety Class
- California Department of Boating & Waterways boating safety exam

Hours: Part-time, (non-benefited)

Application Deadline: Open until position is filled.

Compensation: \$10.50 to \$11.20 Depending on Qualifications

How to Apply: Interested applicants must submit the Aquatic Center Application. Application can be found with online job posting. Return completed application:

By mail
Sac State Aquatic Center
1901 Hazel Ave
Gold River CA, 95670

By fax
Attn: Staff Application
916-278-2842

In person
Sac State Aquatic Center
1901 Hazel Ave
Gold River, CA 95670

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Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at <http://www.csus.edu/police/cleryact.stm>.