

JOB TITLE: Campus Recreation – Office Assistant

SUPERVISING OFFICE: Campus Recreation

CONTACT PERSON: Donna Simpson

CONTACT PERSON'S EMAIL: simpsondm@longwood.edu

START DATE: Fall/Spring start date is the week before school begins. Summer/Winter start date is the week before the semester ends.

BRIEF DESCRIPTION: Serves as front-line representative for the Health & Fitness Office to Faculty, Staff, Student's, and Visitors.

REQUIRED QUALIFICATIONS:

- Must be qualified for Federal Work Study
- Must maintain a cumulative 2.0 GPA.
- Must be available to work 6-10 hours per week.

JOB RESPONSIBILITIES:

- **Communication is very important in this position.**
- Telephone answering skills... Greeting, location (Longwood Campus Recreation), Offer Assistance "Good morning or good afternoon, Campus Recreation, This is your name, how may I help you?"
- Welcome, greet, and provide assistance to Health & Fitness Center Office Visitors.
- Must demonstrate leadership, communication, customer service skills, and the ability to work with staff, students, and members of a diverse background.
- Understand and recognize all types of Office issues you may encounter.
- Update Database with new or expired Members of the Fitness Center.
- Operate the cash register and Lancer Cash Scanner.
- Filing skills are helpful.
- Ability to multitask and handle multiple calendars.
- Handle other duties as assigned by the administrative staff.
- Use mature judgment in emergency situations.
- This position requires little or no weekend or evening shifts.
- You may cross-train to work at the Front Desk if you wish.
- CPR/AED, Standard First Aid may be obtained through this Office.

APPLICATION PROCESS:

- Go to <http://www.longwood.edu/recreation/student-employment-opportunities/>
- Open **Student Employment Application (pdf)**
- Fill out form, making sure the right position is listed
- Submit application to campusrec@longwood.edu or in person/by mail to:
Longwood University Campus Recreation
304 Health and Fitness Center
201 High St.
Farmville, VA 23909

SELECTION PROCESS

- Fall Applications due by 1st Wednesday in April.
- Spring Applications due by 1st Wednesday in November.
- May have seasonal work opportunities in Summer and Winter.

- To be considered for the time of year applying to, applicants should submit their application by the due date listed above, however Campus Recreation will accept all applications at any time and may reach out at any point in the year to applicants.