

Office Assistant

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

Requirements:

- Must maintain a cumulative 2.0 GPA.
- Must be available to work 6-10 hours per week.

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.