



SIRA Office Assistant **Job Description**

Southwestern Intramural and Recreational Activities (SIRA) offers equal employment opportunities for all persons regardless of race, creed, color, national origin, sex, age, disability, or religious belief. SIRA will develop interview questions based on the information in this job description.

Definition and Purpose:

SIRA Office Assistants report to SIRA professional staff members and have the responsibility of providing clerical and reception support to ensure the efficient operation of the SIRA office. SIRA Office Assistants will also provide administrative support to specific SIRA program areas including Sport Clubs and Publicity. Additionally, all SIRA employees must provide a safe, enjoyable, and service-oriented environment for participants at all times.

Specific Duties and Responsibilities:

- Assist SIRA participants, on the phone and in person, with all aspects of SIRA's programs
- Act as a SIRA representative with an extensive knowledge of all SIRA programs
- Educate participants about SIRA policies and consistently follow and enforce those policies
- Provide administrative support to the Sport Clubs and Publicity programs including compiling and updating club rosters and inventories, marketing SIRA program, and data entry
- Provide general clerical and reception support (word processing, filing, mailings, etc.)
- Provide program support by maintaining 6 to 8 hours per week
- Provide staff support to SIRA events including, but not limited to, SU Pirate Training, SU Family Weekend, Homecoming and NIRSA conference week
- Participate in SIRA staff orientation and safety training beginning the week before school starts
- Contribute to the development of SIRA programs, philosophies, and policies
- Perform other duties as assigned by SIRA professional staff members

Required Certifications:

- American Red Cross Adult CPR, AED and Standard First Aid (taken through SIRA as part of safety training)

Required Qualifications:

- Current, full-time student status at Southwestern University
- Commitment to student development and leadership
- Awareness of safety concerns and risk management
- Ability to provide customer service
- Awareness of and appreciation for individual uniqueness and diversity
- Must be reliable, self-motivated, and must work well with minimum supervision
- Excellent oral and written communication skills
- Mac computer knowledge and skills

Preferred Qualifications:

- Previous general office or clerical experience
- Previous customer service experience