



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:

The SIRA Office Assistant 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 Assistants will also provide administrative support to specific SIRA program areas as needed. 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 SIRA programs as needed. Computer software utilized regularly will include, but is not limited to, Microsoft Word, Excel, and PowerPoint.
- Provide a variety of general clerical and reception support (Pirate Card charges, filing, mailings, etc.)
- Provide staff support to SIRA special events including, but not limited to, Pirate Training, SIRA Information Tables and Mall Ball
- Participate in SIRA staff training in August 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 and Standard First Aid (this training is offered by SIRA each August)

Required Qualifications:

- Current, full-time student status at Southwestern University

Preferred Qualifications:

- Previous general office or clerical experience
- Previous customer service experience
- Commitment to student development and leadership
- Awareness of safety concerns and risk management
- Ability to provide high quality 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