



## **Position Title: Desk Assistant**

### **Position Summary:**

Under the direct supervision of the Competitive Sports Coordinator, Intramural Supervisor, and Sport Club Supervisor, the Competitive Sports Office Assistant provides essential administrative support to the Intramural and Sport Club programs. This role is responsible for performing a variety of office duties, assisting with program logistics, and supporting day-to-day operations. The position requires professionalism, attention to detail, and the ability to handle sensitive and confidential information appropriately. Some discretion in judgment, analysis, and decision-making is expected.

### **Key Responsibilities:**

- Serve as the first point of contact for the department by answering phone calls and responding to emails in a timely and professional manner.
- Update and maintain participation numbers and program records accurately.
- Assist with participant registration and roster management for Intramural and Sport Club programs.
- Perform general office tasks such as filing, data entry, and maintaining organized records.
- Handle sensitive and confidential information with discretion and integrity.
- Complete additional tasks and projects as assigned by the Competitive Sports Coordinator or Supervisors.

### **Qualifications:**

- Basic First Aid and CPR certification (Can be obtained through SRWC).
- Must be enrolled in a minimum of six (6) units at California State University, San Bernardino and maintain a quarterly and cumulative GPA above a 2.0
- Strong organizational, written, and verbal communication skills.
- Proficiency in Microsoft Office Suite and familiarity with registration platforms (e.g., Fusion) is preferred.
- Ability to work independently, prioritize tasks, and meet deadlines.

**Compensation: \$16.50**