**UBC School of Kinesiology Osborne Centre Office Assistant**

**Job Description**

The Osborne Registration Office provides administrative support to the School of Kinesiology Faculty, Students and staff, and to the School of Kinesiology Outreach Programs, BodyWorks Fitness Centre, and UBC Active Kids portfolios at the Osborne Centre. The UBC Kinesiology Outreach Team is seeking an individual who would like to gain new experiences in the recreation field and has strong customer service and administrative skills.

**Responsibilities**

* Manage Program Registration for both Active Kids and BodyWorks
* Provide Excellent Customer service: in-person, over the phone, and via email
* Cash Handling, processing invoices, cheques, and journal vouchers
* Assist in the development of communication content and scheduling
* Assist in the revision and execution of special projects (i.e. marketing promotion & staff training)
* Communicate and assist with wayfinding

**Qualifications**

* Proficient in MS Office (Excel, Word, Publisher, Outlook)
* Familiar with Adobe InDesign (is an asset)
* Strong organizational and time management skills
* Able to manage multiple tasks simultaneously
* Excellent team player and self-motivated learner
* Effective interpersonal and communication skills

**Education & Experience**

* Undergraduate level Kinesiology Student
* Eligible for the UBC Work Learn Program
* Customer Service and Administrative Experience (is an asset)
* Xplor Recreation/PerfectMind Registration Software experience (is an asset)
* Experience working in a recreation/fitness/sport industry

\*Candidates must be available to work for a minimum of 4 hours at least once a week during the 2023 Winter Term and preferably 2 days per week total. We are especially looking for availability on Monday afternoon, Thursday morning, and Friday afternoon.

**Please submit a cover letter and resume to** **annalise.dickason@ubc.ca**