

## **UBC School of Kinesiology Osborne Centre Office Assistant Winter 2024**

### **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 individuals who would like to gain new experiences in the recreation field and has strong customer service and administrative skills. These positions are designed to offer 4-12 hours per week during office hours (Monday-Friday: 9am-5pm). We are looking to fill the office assistant positions for the following times below:

- Mondays & Wednesdays: 9am-1pm or 10am-2pm
- Tuesdays, Thursdays, Fridays: Anytime (4-hour shift)

### **Responsibilities**

- Manage program registration for both Active Kids and BodyWorks
- Provide excellent customer service and communication in-person, over the phone, and via email
- Process transactions (including invoices, cheques, and journal vouchers) and perform cash handling duties
- Assist in the development of communication content and scheduling
- Assist in the revision and execution of special projects (i.e. marketing promotion & materials)
- Communicate and assist with wayfinding
- Assist with other administrative duties as needed

### **Supervision and Training**

- Students will report directly to the Registration Office Supervisor
- Training, guidance and mentorship will be provided by the Office Supervisor and by Outreach Program Coordinators, Managers, and Directors
- Students are expected to eventually work independently with supervisor

### **Qualifications**

- Proficient in MS Office (Excel, Word, 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 Registration Software experience (is an asset)
- Experience working in a recreation/fitness/sport industry (is an asset)

Please submit a cover letter and resume to Amanda at [amanda.cooney@ubc.ca](mailto:amanda.cooney@ubc.ca)