



UBC School of Kinesiology Osborne Centre Office Assistant: Winter 2025

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 portfolio at the Osborne Centre. The UBC Kinesiology Outreach Team is seeking individuals who would like to gain new experiences in the field of physical activity programming 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 position for the following shift:

- **Wednesdays: 12pm-5pm**

Responsibilities

- Manage program registration for 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 BodyWorks Program Coordinator
- Training, guidance and mentorship will be provided primarily by the BodyWorks Program Coordinator, BodyWorks Exercise Physiologist and the Registration Office Supervisor
- 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
- 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 Cassidy at kassidy.woods@ubc.ca