

Job Description

Position Title	Field House Front Desk Worker		
Building	Panther Field House	Department	Field House
Hours	Varies	Supervisor	Community Education/Field House Director
Band and Grade	A-13	Tools and Equipment	Computer, applicable software, calculator, phone, copy machine

Primary Function	Under supervision, performs routine administrative support duties such as answering the phone, assisting in program registration, assisting with memberships, and answering routine questions.
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Essential Duties	
1	Answers phones and provides information regarding classes and memberships, activities, and programs at the Field House front desk.
2	Provides a high level of customer service and supervises the Field House.
3	Performs various office and Field House duties including sorting mail and making photocopies.
4	Performs light cleaning, organization, and maintenance at times as necessary.
5	Performs other duties of a similar nature and/or level.

Minimum Qualifications	High school diploma or equivalent (G.E.D.).
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of Community Education and the Panther Field House. • Knowledge of business English, punctuation, grammar, and spelling. • Knowledge of basic mathematical computations. • Knowledge of computers and related software applications. • Knowledge of general office equipment. • Knowledge of program procedures and services as related to area of assignment.
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Skills Required	<ul style="list-style-type: none"> • Skill in using general office equipment. • Skill in communication, listening, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
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Physical Activities/ Requirements	<p>Reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
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