

**Position Announcement 2023-2024**

# **Competitive Sports Recorder**

**General Description:**

Under the direct supervision of the Competitive Sports Recorder Manager, Sport Clubs Coordinator, Rec Sports Coordinator, Competitive Sports Coordinator, and the Assistant Director, the Competitive Sports Recorder is responsible for the following:

* Act as first contact when participants come into/call the office
* Communicate effectively with Managers, Coordinators, Rec Sports and Sport Clubs participants
* Give paperwork to appropriate Manager/Coordinator
* Inform managers of questions, paperwork turned in, and any important information
* Enforce all Competitive Sports and University Policies and Procedures
* Provide professional customer service
* Conflict management and problem solving
* Work effectively in both Rec Sports and Sport Clubs office
* Work effectively with other Competitive Sports Recorders
* Use Microsoft Excel, Fusion and other University websites
* Other duties as assigned

**Qualifications:**

* Oral and Written Communication Skills
* Organization Skills
* Detail Oriented
* Proficiency in Microsoft Office, especially Excel
* Able to learn Sport Clubs and Rec Sports programs
* Available to work a minimum of 10 hours/week
* Available to work at least 1 Competitive Sports special event per quarter (Tournaments and Paloozas)
* Integrity and Honesty
* Good Judgment
* Professionalism
* Awareness of and appreciation for individual uniqueness and diversity
* Ability to work independently and make critical decisions
* Interest in Sports

**Shadow shifts will begin Spring Quarter 2023 and this position will start in Fall 2023 and continue for the 2023-2024 school year.**

**Pay:**

Currently at $15.75 per hour

**How to Apply:**

Submit a cover letter and resume to the Recorder Managers ([screcordermanager@gmail.com](mailto:screcordermanager@gmail.com)) by Friday, April 8 by 5 p.m.