Competitive Sports Recorder (STDT3)

Job #6078657  •  Created 2/24/2022 by Tura Jenkins  •  Expires 3/7/2022

Basic Information

Locations
Davis, California, United States of America

Compensation
Paid • $15.25 per hour

Duration
Temporary / Seasonal

Job Roles

Recreation Workers

Job Description

HIRING DEPT: CAMPUS RECREATION

HOW TO APPLY:
Submit a cover letter and resume to the Recorder Managers (screcordermanager@gmail.com) by Monday, February 28 by 5 p.m.

General Description:
Under the direct supervision of the Competitive Sports Recorder Manager, Customer Service Coordinator, Sport Clubs Coordinator, Rec 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 2022 and this position will start in Fall 2022 and continue for the 2022-2023 school year.

Position is a mandatory reporter for known or suspected child abuse and requires that a statement acknowledging the requirement to report child abuse be signed.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Preferences

Edit
(emp/jobs/6078657/edit?initial_page=2)

Graduation Date
No Graduation Date set

School Years
No School Year preference set

Majors

GPA
No GPA preference set

Work Authorization
US work authorization is not required
Company Details

Industry
Other Education

Headquarters Location
260 Cousteau Place, Davis, California 95618, United States

Size
5,000 - 10,000 employees

Website

On Campus Interviews
You have no on-campus interviews scheduled for this job.

Attachments
No attachments yet

New Attachment (/jobs/6078657/attachments/new)

Labels
Add label
Create new label

Notes
View and add notes

Tracking Code
No tracking code added

Applicant Package Recipients
Will be listed as "Contacts" for Universities

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