

COLUMBIA RECREATION

COLUMBIA UNIVERSITY DEPARTMENT OF INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION

Job Title:	Club Sports Program Assistant		
Department:	Athletics and Physical Education	Salary:	\$16.50/hour
Location:	Dodge Fitness Center & Baker Athletics Complex	Supervisor:	Brian Jines

Job Description

The Club Sport program consists of student lead and managed sports and recreational organizations that are highly structured and compete at various intercollegiate levels. It's a division of the Department of Intercollegiate Athletics and Physical Education that provides a variety of vigorous, fun-filled, health promoting, physical and recreational activities conducive to wellness and personal development.

Essential Duties and Responsibilities

- Assist with the management of Club Sports Travel arrangements, secure vehicle and lodging reservations for club trips.
- Assist with the development and editing of annual, quarterly and monthly data reports.
- Assist with the reconciliation and processing of Club Sports payments.
- Assist with the research and development of program initiatives as directed by the Director and the Assistant Director.
- Help ensure Club Sports are compliant with program policies and procedures.
- Check Club Sports rosters and enforce Club Sports membership requirements.
- Assist with nightly check-ins with Club Sport organizations.
- Provide administrative support for the Club Sports Governing Board.
- Facilitate Club Sports' access to program resources including space, travel and financial allocations.
- Arrive on time, dress in appropriate attire (uniform).
- Enforce all policies, rules and regulations in a professional manner.
- Complete appropriate records, reports, and timesheets.
- Serve as a liaison between Club Sports and the Club Sports Office.
- Continue to uphold and maintain a positive image of the Club Sport Program.
- Conduct yourself in a professional manner at all times.
- Notify the Director or Assistant Director immediately of any issues concerning club sports.
- Complete other duties as assigned by the Director or Assistant Director.

Qualifications

- Available to work days and some evenings. Currently enrolled Columbia University Student.
- Excellent customer service skills, communication and organization skills.
- Must be task-oriented and have great attention to detail.
- Extremely dependable and committed to their work.
- Willingness to learn and implement all rules and policies for Club Sports.
- Knowledge and experience in conflict resolution.
- Proficient in word, excel and google docs.