



## **Osborne Centre Office Assistant**

**Summer 2017 Term:** May 1 to August 31, 2017

**Hours:** 20 hours/week\*

**Rate:** 15.03/hour

**Submission Deadline:** Friday, March 24, 2017

*\*Ideally the candidate will be available for training over the 2017 April Exam Period, open to work additional hours on an ad hoc basis, and interested in returning for the 2017-2018 Academic calendar year on a Work Term placement of up to 10 hours/week for September 2017-April 2018.*

### **Job Description:**

The Osborne Centre Office Assistant provides support to the Osborne Centre Faculty and Staff in the School of Kinesiology and helps to maintain the office for the School of Kinesiology's Outreach Programs: Active Kids and BodyWorks Fitness Centre. This role is a fantastic opportunity to build skills and grow your professional network, right here on campus in the School of Kinesiology.

### **Student Learning Components**

- **Sport & Event Marketing Experience.** Reviewing, implementing and analyzing marketing efforts for the Outreach Program; the successful candidate will learn how to manage marketing campaigns, best practices, and evaluation techniques assisting with the newsletter, bulletin boards, brochures, and mail management.
- **Project Management.** Each employee has the opportunity to create your own special project to enhance the efficiency and effectiveness of one of our Outreach Programs, and leave a lasting footprint on our programs in your area of interest.
- **Networking.** Connect with fellow kinesiologists, UBC Staff and Faculty, and the greater UBC community. This includes meeting each Program Manager and regular check-ins with your supervisor.
- **Legal knowledge.** Information privacy, financial procedures particularly related to PCI compliance for credit card and debit card transactions, and legal waivers are all large components of our work and the successful candidate will learn how to process paperwork while maintaining best practices according to Canadian, BC laws, and UBC policy.
- **Recreation management software.** You will be trained on CLASS system, a software program used at recreational facilities all over Canada for physical activity programs.

- **Customer service.** The assistant is trained on customer service and assertive communication, as well as intercultural understanding, intergenerational communication considerations and working with special populations.
- **FUN!** Where else can you work with your friends, get in a workout at the gym next door and make a difference in your own school discipline? We pride ourselves on our team environment.

### **Requirements**

- BodyWorks Fitness Centre and Active Kids knowledge or experience is an asset
- Computer skills: Microsoft Suite (Excel, Word, Outlook)
- Responsible cash handling experience for processing sales transactions and facility bookings
- Attention to detail, organizational skills
- Ability to prioritize, work as a team and independently

**Interested parties should submit a cover letter, resume and summer academic schedule to Angela Wagner, Osborne Centre Office Supervisor: [angela.wagner@ubc.ca](mailto:angela.wagner@ubc.ca) by Friday, March 24, 2017.**

For more information on our School of Kinesiology's outreach programs:  
<http://kin.educ.ubc.ca/outreach/>