**DIVISION MISSION**
Student Affairs provides programs and services that optimize student learning and leadership, builds a safe supportive and welcoming campus community, fosters the emotional growth and personal development of students, and makes a positive contribution to the overall student experience.

**DEPARTMENT MISSION**
To engage the Pirate Community in diverse recreational and wellness experiences by providing exceptional facilities, programs, and services

**MINIMUM QUALIFICATIONS**
- Must be an ECU student in good academic standing.
- A commitment for at least two semesters strongly preferred.
- Must be able to maintain an average of 2-3 office hours daily Monday through Friday. The anticipated dates of employment are for the full academic year, including summer sessions except during university breaks and holidays (Spring Break, etc).

**SCOPE OF POSITION**
The Office Assistant reports to the Accounting Assistant of Campus Recreation & Wellness-Business Services Team and is responsible for organizing, assisting and coordinating activities. The Office Assistant is responsible for assisting the Business Team (Accounting Assistants and Business Officer) in the planning and implementation of the functions of the Business Services and Memberships areas. This may include Business Services projects, data collection & research, Memberships & Marketing, Customer Service, Club Sports, Facilities, Special Events, and other duties as assigned.

**Responsibilities:**
- Complete data collection projects to gather information about past participants of CRW activities. Assist with engagement of a membership program.
- Assist with the marketing of CRW programs and memberships, not limited to networking events and special promotions events. Coordinate and communicate departmental programs and services to designated student representative groups – Org Fairs, Open House, High School Orientation programs.
- Work closely with the Business Services team on special events and special projects. Facilitate the operations of CRW’s business functions.
- Provide assistance to Customer Service, Main Office, Facilities, and Club Sports programs as assigned.
- Assist with the supervision and evaluation of volunteers assigned to activities and programs.
- Maintain accurate statistical records related to participation, budget, and other parameters.
- Conduct workshops intended to train staff on CSI software, travel, sustainability, CRW policies, and related systems and software.
- Perform entry level duties related to Human Resources, Payroll, and committee involvement related to these areas.
- Demonstrate evidence of leadership and interpersonal communication skills suited to a rapidly growing, diversified college community.
- Possess a commitment to professional growth in Business or Campus Recreation.
- Perform other duties as assigned.

As a result of being a student employee within the Division of Student Affairs, students will have the opportunity to gain the following competencies based on NACE Top Ten Skills Employers Seek and CAS Learning Domains:

- Effective Communication
- Accountability/Integrity
- Self-Awareness
- Effective Reasoning
- Mentorship
- Conflict Resolution
- Teamwork
- Adaptability/Resiliency
- Self-Awareness

**DATES OF EMPLOYMENT & COMPENSATION**
- Starting hourly rate will be $10.00/hour.
- Reports to CRW’s Business Officer and Accounting Assistants

**APPLICATION INSTRUCTIONS**
Applications must be submitted through ECU’s PeopleAdmin system. Visit ecu.peopleadmin.com, create a profile and apply for the position listed under Campus Recreation & Wellness. Email: crw@ecu.edu.
Note: Federal Law requires proper documentation of identity and employability at the time of employment. It is requested that this documentation be included with your application. East Carolina University is an affirmative action, equal opportunity employer and as such encourages applications from qualified women and minorities.