



Position Summary

The Administrative Specialist supports IUOA's Skill Development Coordinator in managing the logistics, paperwork, and facilitation affiliated with IUOA's various staff-facing workshops and trainings that take place through the academic year. This position provides experience working in student staff support and administrative oversight of outdoor-oriented programming. The position keeps track of many trip details necessary to support our students and Trip Leaders heading out into the field, as well as to examine student leadership development with a focused and unbiased approach. **Outdoor enthusiasts or those curious to explore outdoor recreation are encouraged to apply.**

Specific Responsibilities

- Position is roughly 20% field time, 40% trip planning/preparation, and 40% computer/office tasks.

Required Skills/Qualifications

- Strong writing skills.
- Ability to read and review online work.
- Ability to work at a computer for several hours at a time.
- Ability to be detail-oriented.
- Ability to collaborate with a team.

Benefits of Employment with Campus Recreational Sports

- Development of transferable skills such as communication, flexibility, time management, problem solving and critical thinking, that will contribute to continued professional development.
- Opportunity to get to know and work more closely with a variety of Recreational Sports staff and participants.

Starting Pay Rate: \$13.10/hour, with potential merit salary increases on a semesterly basis.