



APPALACHIAN STATE UNIVERSITY
University Recreation (UREC)
Office Operations

The **Office Operations** staff is primarily responsible for working as the receptionist during the times that the Administrative Support staff are out of the Student Recreation Center main office (i.e. during lunch). The Office Operations staff will support all program areas within University Recreation.

Supervisor: This position reports directly to the **Administrative Support Specialist** and/or the **Administrative Support Associate**.

Hours: The **Office Operations** staff will work on average 8-20 hours per week during the academic year (up to 35 hours per week during summer sessions).

Salary: **\$9.50** per hour.

You will succeed at UREC if you are committed to:

- Exploring to find the best of you
- Bringing your positive and constructive attitude
- Connecting with others
- Being a team player
- Embracing and inspiring a vibrant, active, and healthy community
- Working in a flexible schedule that may require some evenings, weekends, and designated holidays

Join our team

Appalachian State University (App State) invites interested applicants for the position of **Office Operations** to become a part of the UREC team as we facilitate an environment where recreation and wellness opportunities transform, engage, and care for the App State community.

Who we are

UREC fosters healthy lifestyles for lifelong wellbeing. You will join a UREC team that is creating an exciting environment, values collaboration, innovation, and is welcoming to all App State students, faculty and staff. At UREC we believe in a community with opportunities for everyone, with everyone. Learn more about us from [our website](#).

Responsibilities include, but are not limited to:

- Meet and greet anyone who enters the Student Recreation Center office
- Answer the telephone, take messages, forward calls and direct individuals to the appropriate person to assist with any requests or questions
- Assist with office duties such as filing, copying, etc.
- Assist with taking inventory of office supplies
- Other office duties as assigned or requested

Required qualifications:

- Dedication to University Recreation and a desire to support its [Mission, Vision and Values](#).

We are committed to facilitating your learning journey and creating unique opportunities for your career and self development. We encourage experiences at UREC to correlate with the NACE Competencies established through the [National Association of Colleges and Employers](#).

How to apply:

- To apply for positions, please visit our [website](#).
- If you would like to speak with someone about employment opportunities, please contact Kimberly Anthony, Administrative Support Associate, (828) 262-2100 or email anthonykr@appstate.edu.

Please be aware that to be eligible for student employment with UREC, you must be a current student enrolled at Appalachian State University and in good academic standing.

Office of Disability Resources Accommodations: The Disability Resources (ODR) unit of [Access & Opportunity](#) is the designated office at Appalachian State University for promoting opportunity, access, and civil rights based on a disability. ODR oversees access needs, applicable University resources/supports, and eligibility of appropriate accommodations (adjustments, auxiliary aids/services and reasonable modifications) based on disability for students and visitors. ODR is also responsible for oversight of accessibility of programs, services and activities; disability compliance requirements; and the facilitation of removing existing disability-related barriers within the built environment. Individuals needing reasonable accommodations should contact the Office of Disability Resources (828) 262-3056 or odr.appstate.edu.

EEO Statement: Appalachian State University is an Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.