Description:

The Adventure Center Administrative Assistant provides administrative assistance to support a comprehensive outdoor adventure program that serves Kent State University students, faculty/staff, and the greater Kent State Community. This position will primarily provide office support, but may also include program support in the Kent State University Recreation Center or in the field.

Responsibilities:

• Schedule custom groups by confirming facilities, staff, and coordinating calendars
• Email group confirmations and agreements
• Reply to emails and voicemails as needed
• Send reminder emails when deadlines/meetings are approaching
• Reporting including rosters, monthly reports, and participation counts
• Maintain paperwork
• Schedule staff through online scheduling tool
• Clean and organize operating and storage areas
• Assist with creating agendas for staff meetings and recording minutes
• Perform website review and suggest changes
• Maintain training documentation assistance online through Blackboard
• Assist with program surveys and assessments
• Other duties as assigned

Requirements:

• Experience working within an office setting
• Proven organizational and time management skills
• Effective proven interaction and communication skills with staff members and patrons
• Ability to work under pressure and meet deadlines
• Cursory outdoor experience preferred
• Strong customer service experience and skills required
• Ability to work independently and as part of a team
• First Aid, CPR, and AED certifications required (provided internally)