



**USA Basketball
Assistant, Office Operations & Special Projects (Part Time)**

The Office Operations & Special Projects Assistant will report to the Director of Governance & Administration and serves as the first point of contact for all visitors to USA Basketball. This employee should represent USA Basketball in a professional manner while being welcoming to all who visit or call and provide administrative support to the organization. To be a success in this part-time position, you will need to be reliable, professional, and able to work approximately 8:00am to noon Monday through Friday with responsibilities including but limited to the following:

Responsibilities:

- Must have excellent attention to detail, the ability to multi-task, possess strong communication skills and be computer proficient. Ability to cross train to assist other departments with overflow work.
- Provides administrative support, such as taking and delivering messages or transferring calls to voice mail when appropriate personnel are unavailable; accepts mail and special delivery packages; typing, filing, faxing, as necessary. Maintains a personable attitude and professional appearance.
- Familiarize yourself with department structures and internal procedures for assisting callers efficiently, including customer service calls related to the USA Basketball Coach License program.
- Communicates effectively and politely with all callers, guests, colleagues, and executives while maintaining confidentiality at appropriate times.
- Exhibits an ability to react with urgency and efficiency to organizational needs.
- Assists with the processing of letters of clearance, certificates of (non)participation, FIBA coach licenses, and other special projects as requested.
- Maintain staff travel calendar, track staff IT support-tickets, communicate with cleaning crew as needed, purchase office supplies to maintain inventory, and assist with the collection of office-related invoices.
- Assists with general needs of the organization and completing other administrative duties as assigned.
- Physical requirements may include frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 30 pounds.

Desired Qualifications:

- Customer service driven, enthusiastic individual who has an attention to detail and can multitask and follow directions. Approach others in a tactful manner and maintain confidentiality when appropriate.
- Prior work experience as a receptionist (2 years preferred), Office Assistant or similar role (1 year preferred). Solid written and verbal communication skills as well as strong computer skills including Microsoft Office.
- Attendance/Punctuality – Consistently report to work on time daily. Professional attitude and appearance.
- Must have a reliable means of communication (i.e., phone/email) and transportation.

Compensation & Benefits:

- Salary Range: \$15-\$17/hour
- Part-time position located at National Headquarters in Colorado Springs, CO

Application Process & Hiring Requirements:

- Apply via email to hr@usabasketball.com; please use subject line OFFICE ASSISTANT
- Include cover letter, résumé, and professional references
- No phone calls please; position will remain open until filled
- Candidate must pass a USA Basketball background screen, complete Safe Sport training and be fully vaccinated for COVID-19

