

STUDENT JOB DESCRIPTION

JOB TITLE: Softball Team Manager

WORK AREA: Athletics

AREA HOURS: Up to 20 hours per week

JOB RESPONSIBILITIES, DUTIES:

Candidates must possess general office skills and have strong customer service. General duties include filing, copying, data entry, scorebook, and softball statistics work. Applicant will assist the coach with daily practice setup and breakdown and maintain inventory on equipment. Assist with pre and post work related to fundraising. Assist with home game and tournament duties.

PERFORMANCE EXPECTATIONS/CONDUCT:

Submit schedule availability each week to coach, follow and complete daily task list. Become trained in Presto.

NUMBER OF STUDENT'S NEEDED:

(Assume 10-15 hours per student.)

Academic Year 2

Summer (June-August)

TYPICAL WORK HOURS: Flexible Hours ☐ Daytime ☐ Evening ☐ Weekends

PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:

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