

STUDENT JOB DESCRIPTION

JOB TITLE: Football Team Manager

WORK AREA: Sports Performance Center

AREA HOURS 10-20 per week

JOB RESPONSIBILITIES, DUTIES:

1. Recording and entering team statistics; 2. football uniform and equipment inventorying and management; 3. recruitment letter preparation and sending; 4. assist with prospective athlete tours 4. General office work

PERFORMANCE EXPECTATIONS/CONDUCT:

Appropriate attire, on time, willing to take direction and complete tasks in a timely manner

Will this position require any driving of RCTC's State owned vehicles or a personal vehicle?

☐ Yes ☒ No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

NUMBER OF STUDENT'S NEEDED:

(Assume 10-15 hours per student.)

Academic Year -5

Summer (June-August)

TYPICAL WORK 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:

Contact Person: Terrence Isaac
Location: Sports Center (S2020)
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