

STUDENT JOB DESCRIPTION

POSITION TITLE: Student Administrative Assistant – RCTC Baseball

WORK AREA: Sports Center – Fieldhouse/Bubble-Football Field

AREA HOURS: 15-20 Hours Per Week

JOB RESPONSIBILITIES, DUTIES:

RCTC Baseball is seeking a Student Administrative Assistant to support daily administrative and office functions. This position requires strong organizational skills, basic computer experience, and knowledge of alphanumeric filing systems. Preferred (but not required) skills include experience with social media, Microsoft Excel, and digital marketing.

This is a year-round position starting in August and continuing through the end of the spring semester.

PERFORMANCE EXPECTATIONS/CONDUCT:

Student workers are expected to:

- Be punctual and reliable for all scheduled shifts.
- Record all work hours daily in eTime via e-Services: <https://www.rctc.edu/eservices/>
- Adhere to RCTC's values and mission, maintaining professionalism in all communication.
- Demonstrate a welcoming, helpful, and attentive attitude in all interactions.
- Exhibit dependability, motivation, organization, assertiveness, courtesy, and responsibility.
- Maintain a clean and organized work environment.
- Take the initiative and stay aware of the needs of staff and visitors.
- Limit use of personal devices during work hours; avoid personal calls, texting, or using social media.
- Refrain from inviting friends or visitors during your scheduled shift.
- Dress appropriately for a professional office setting.
- Notify your supervisor or lead worker in advance of any schedule changes.

Additional Notes:

- Payroll forms must be submitted before access to eTime is granted.
- Students are entitled to a 15-minute paid break for every four consecutive hours worked.

NUMBER OF STUDENT'S NEEDED:

(Assume 10-15 hours per student.)

Academic Year 1-2

Summer (June-August) If available

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: Clark Jones

Location: Sports Center – 2nd Floor

Phone: 507.271.4520 Cell

Email Address: clark.jones@rctc.edu