

STUDENT JOB DESCRIPTION

POSITION TITLE: Baseball Student Team Manager

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

AREA HOURS: 15-20 Hours Per Week

JOB RESPONSIBILITIES AND DUTIES:

RCTC Baseball is seeking several Student Team Managers to support the coaching staff with day-to-day team operations. Responsibilities include:

- Assisting with practice setup and breakdown
- Keeping official stats and recording games using the Presto Sports Stat Program
- Filming games and practices as directed
- Lining and preparing the field for practices and games
- Maintaining the official scorebook
- Supporting coaches with additional administrative and game-day tasks as needed

These are year-round positions, beginning in August and continuing through the end of the spring semester. Student managers may work up to 20 hours per week.

PERFORMANCE EXPECTATIONS AND CONDUCT:

Student workers are expected to:

- Arrive on time and consistently attend scheduled shifts
- Record work hours promptly in eTime after each shift
- Communicate professionally and respectfully with coaches, staff, and teammates
- Maintain a helpful, approachable attitude and uphold RCTC's values and mission
- Demonstrate dependability, initiative, and attention to detail in all assigned tasks

Additional Information:

- Turn in Payroll forms to be granted access to eTime via e-Services under Student Employment.
- All hours must be recorded on eTime the day they are worked: <https://www.rctc.edu/eservices/>
- You are entitled to a 15-minute break for every four consecutive hours worked.

NUMBER OF STUDENT'S NEEDED:

(Assume 10-15 hours per student.)

Academic Year 2-3

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

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